Local Government for Langton Green, Speldhurst, Ashurst and Old Groombridge

## Information available from Speldhurst Parish Council under the model publication scheme

It is the policy of Speldhurst Parish Council to make access to information about the Council's activities as easy as possible. **(see end of document for costs)**

Where the entry for "How the information can be obtained" is "tbd" please contact the Council to find out if the Council holds any such information and if so, how it may be obtained.

| **Information to be published** | **How the information can be obtained** |
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| **Class 1 – WHO WE ARE AND WHAT WE DO** | |
| **Who's who on the Council and its committees**<br>Full Council<br>Finance Committee<br>Planning Committee<br>Amenities Committee (inc PROW)<br>Highways Committee<br>Governance Committee<br>Air Traffic Committee | Hard Copy<br>Electronic copy<br>Website |
| **Contact details for the Parish Clerk and Council Members** | Hard Copy<br>Electronic copy<br>Website<br>Village magazines |
| **Location of Main Council Office and accessibility details** | Hard Copy<br>Electronic copy<br>Website |
| **Staffing structure**<br>List of staff | Hard Copy<br>Electronic copy<br>Website |
| **Class 2 – WHAT WE SPEND AND HOW WE SPEND IT** | |
| **Annual Return form and report by auditor**<br>Publication of annual return prior to sending to Auditor<br>(applicable only if income or expenditure exceeds £200,000)<br>Publication of response from Auditor on receipt of return | Hard copy<br>Electronic copy<br>Website for five years<br>Notice boards for allocated time |

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| **Finalised budget**<br>Following agreement at Full Council meeting | Hard copy<br>Electronic copy<br>Website |
| **Precept**<br>Following agreement at Full Council meeting | Hard copy<br>Electronic copy<br>Website<br>Newsletter<br>Magazines |
| **Borrowing Approval Letter** | Hard copy<br>Electronic copy |
| **Financial Standing Orders and Regulations** | Hard copy<br>Electronic copy<br>Website |
| **Grants given and received** | Hard copy<br>Electronic copy<br>Website |
| **List of current contracts awarded and value of contract** | Hard copy<br>Electronic copy |
| **Members' allowances and expenses** | Hard copy |
| **Class 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING** | |
| **Annual Report to Parish Meeting**<br>Previous 5 years | Hard copy<br>Electronic copy<br>Website |
| **Quality status** | N/A |
| **Local charters drawn up in accordance with DCLG guidelines** | N/A |
| **Class 4 – HOW WE MAKE DECISIONS** | |
| **Decision making process and records of decisions** | Minutes on website<br>Hard copy<br>Electronic copy |
| **Timetable of meetings** | Hard copy<br>Electronic copy<br>Website |
| **Agendas of meetings** | Hard copy<br>Electronic copy<br>Website for allocated time<br>Notice boards for allocated time |
| **Approved Minutes of meetings**<br>(this will exclude information that is properly regarded as confidential to the meeting) | Hard copy<br>Electronic copy<br>Website |
| **Draft Minutes of meetings**<br>(For a limited time until they are approved) | Hard copy<br>Electronic copy<br>Website |

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| **Reports presented to Council meetings**<br>(this will exclude information that is properly regarded as confidential to the meeting) | Hard copy<br>Electronic copy |
| **Responses to consultation papers** | Hard copy (where possible) |
| **Responses to planning applications** | Hard copy<br>Electronic copy<br>Website<br>TWBC website |
| **Bye-laws** | N/A |
| **Class 5 – OUR POLICIES AND PROCEDURES** | |
| **Procedural standing orders** | Hard copy<br>Electronic copy<br>Website |
| **Committee and Sub-Committee terms of reference** | Hard copy<br>Electronic copy<br>Website |
| **Delegated authority in respect of officers** | Hard copy<br>Electronic copy<br>Website |
| **Code of Conduct** | Hard copy<br>Electronic copy<br>website |
| **Policy Statements** | Hard copy<br>Electronic copy<br>Website |
| **Internal policies relating to the delivery of services** | To be decided (tbd) |
| **Equality and diversity policies** | Hard copy<br>Electronic copy<br>Website |
| **Health and safety policy** | Hard copy<br>Electronic copy<br>Website |
| **Recruitment policies** | tbd |
| **Complaints procedure** | Hard copy<br>Electronic copy<br>website |
| **Information security policy** | tbd |
| **Records management policy** | tbd |
| **Data protection policy** | Hard copy<br>Electronic copy<br>Website |
| **Schedule of charges** | N/A |

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| **Class 6 – LISTS AND REGISTERS** | |
| **Any publicly available register or list** | tbd |
| **Assets Register** | Hard copy<br>Electronic copy |
| **Disclosure log** | N/A |
| **Register of members' interests** | TWBC website |
| **Register of gifts and hospitality** | tbd |
| **Class 7 – THE SERVICES WE OFFER** | |
| **Allotments** | N/A |
| **Burial Grounds and closed churchyards** | N/A |
| **Community Centres and Village Halls** | N/A |
| **Parks, Playing Fields and Recreational Facilities** | website |
| **Seating, litter bins, clocks, memorials, lighting, village signs and canine refuse bins** | Electronic copy |
| **Bus shelters** | tbd |
| **Markets** | N/A |
| **Public conveniences** | N/A |
| **Agency agreements** | N/A |
| **Summary of services which recover a fee** | Hard copy<br>Electronic copy |
| **Additional Information** | tbd |

**Costs:**

- Photocopying of existing material in the Parish Office (maximum A4 size) – 10p per sheet
- Scanning existing material, formatting and saving digitally in the Parish Office (maximum A4 size) – 25p per sheet
- Reproduction of existing material that cannot be done in the Parish Office – to be quoted on a case-by-case basis depending on the exact requirements, the location of the copying facility to be used and the staff time/travelling expenses/postage costs involved.
- Postage (using the service that you prefer) – at cost
- Faxing (A4 sheets only) – 10p per sheet to UK landline numbers only
- E-mailing of existing material held in a digital form – free of charge (subject to Internet Service Provider size limits)
- Special requirements not listed above – on application
- Staff time to find, sort, edit or reformat material - £25 per hour if time costs, with disbursements, exceed £50

In general, the Council has 20 working days in which to respond to a request for information under the Freedom of Information Act 2000. Where a fee is to be charged, the Clerk will write to advise you of the cost of providing the information, and the response period will cease to run. The 20-working day response period will restart from the day the Clerk receives your payment.
Please note that the Council does not have to provide the information if you fail to pay within three months.