

Information available from Rusthall Parish Council under the Freedom of Information Act model publication scheme

Under the model publication scheme Rusthall Parish Council will make the following information available in order to meet its obligations, unless:

- It does not hold the information.
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- The information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- The information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	Website and Notice Boards	Free
<p>List of Council members and their responsibilities as well a list of any Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website</p> <p>Website</p>	<p>Free</p> <p>Free</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council member</p>	<p>Website and Notice Boards</p> <p>Website</p>	<p>Free</p> <p>Free</p>
Staffing structure	Website	Free

<p>Class 2 – What we spend and how we spend it</p> <p>Financial information about projected and actual income and expenditure, procurement, contracts and financial audit.</p> <p>Current and previous financial year as a minimum</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>20p per page plus postage</p>
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p>Website and Notice Boards</p>	<p>Free</p>
<p>Finalised budget</p>	<p>Website</p>	<p>Free</p>
<p>Precept</p>	<p>Website</p>	<p>Free</p>
<p>Borrowing Approval letter</p>	<p>Hard copy</p>	<p>20p per page plus postage</p>
<p>All items of expenditure above £100</p>	<p>Website</p>	<p>Free</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website</p>	<p>Free</p>
<p>Grants given and received</p>	<p>Website</p>	<p>Free</p>
<p>List of current contracts awarded and value of contract</p>	<p>Website</p>	<p>Free</p>
<p>Members' allowances and expenses</p>		
<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current and previous year as a minimum</p>	<p>Website</p>	<p>Free</p>
<p>Annual governance statement in format included in the Annual Return form</p>	<p>Website</p>	<p>Free</p>
<p>Parish Plan</p>		

Annual Report to Parish or Community Meeting	Website	Free
Quality Status		
Local charters drawn up in accordance with DLUHC's guidelines		
Data Protection impact assessments in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant		
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous council year as a minimum	Website Hard copy	Free 20p per page plus postage
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website and Notice Boards	Free
Agendas of meetings (as above)	Website and Notice Boards	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	Website	Free
Bye-laws		

<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>20p per page plus postage</p>
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>20p per page plus postage</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Website</p> <p>Hard copy</p>	<p>Free</p> <p>20p per page plus postage</p>
<p>Records management, personal data and access to information policies</p>	<p>Website</p>	<p>Free</p>

Class 6 – Lists and Registers	Website	Free
Currently maintained public lists and registers only.	Hard copy	20p per page plus postage
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Hard copy from Parish Clerk	20p per page plus postage
Disclosure log indicating the information provided in response to FOIA and EIR requests.	Hard copy from Parish Clerk	20p per page plus postage
Register of members' interests	Website	Free
Register of gifts and hospitality	Website	Free
Class 7 – The services we offer	Website	Free
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	Hard copy	20p per page plus postage
Current information only	Some information may only be available by inspection	
Allotments	Website	Free
Burial grounds and closed churchyards		
Rackliff Centre	Website	Free
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
Markets		
Public conveniences		
Agency agreements		
Services for which we are entitled to		

recover a fee and details of those fees (eg burial fees)		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost plus staff time
	Photocopying @ 20p per sheet (colour)	Actual cost plus staff time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

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