

## Information available from Ash-cum-Ridley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Nil 20p per page
Contact details for Parish Clerk and Council members	Website Hard copy – contact Clerk	Nil 20p per page
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Nil 20p per page
Staffing structure	Hard copy – contact Clerk	Nil 20p per page
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Website Hard copy – contact Clerk	Nil 20p per page
Finalised budget	Website Hard copy – contact Clerk	Nil 20p per page
Precept	Website Hard copy – contact Clerk	Nil 20p per page
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Nil 20p per page
Grants given and received	Hard copy – contact Clerk	20p per page
List of current contracts awarded and value of contract	Hard copy – contact Clerk	20p per page

Members' expenses and Chairman's Allowance	Hard copy – contact Clerk	20p per page
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Neighbourhood Plan	N/A	
Annual Report to Parish or Community Meeting	Website Hard copy – contact Clerk	Nil 20p per page
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Nil 20p per page
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Nil 20p per page
Minutes of meetings (as above)	Website Hard copy – contact Clerk	Nil 20p per page
Reports presented to council meetings -	Hard copy – contact Clerk	20p per page
Responses to consultation papers	Hard copy – contact Clerk	20p per page
Responses to planning applications	Hard copy – contact Clerk	20p per page
Bye-laws	Hard copy – contact Clerk	20p per page
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:		
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Website Hard copy – contact Clerk	20p per page

Policy statements		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services (Standing Orders and Financial Regulations)</p> <p>Health and safety policy</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures</p>	<p>Website</p> <p>Hard copy – contact Clerk</p>	20p per page
Data protection policies		
Schedule of charges for the publication of information	Hard copy – contact Clerk	20p per page
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p> <p>Any publicly available register or list</p>		
Assets Register	Hard copy – contact Clerk	20p per page
Register of members' interests	Available for inspection at Parish Office	Nil
Register of gifts and hospitality	Available for inspection at Parish Office	Nil
Burial Registers	Available for inspection at Parish Office	Nil
<p><b>Class 7 – The services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>		
Burial ground	<p>Website</p> <p>Hard copy – contact Clerk</p>	<p>Nil</p> <p>20p per page</p>

Parks, playing fields and recreational facilities	Website	
Seating	Hard copy – contact Clerk (asset register)	20p per page
Bus shelters	Hard copy – contact Clerk	20p per page
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy – contact Clerk	20p per page
Newsletters	Website Hard copy – contact Clerk	

### Contact details:

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### 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
<b>Disbursement cost</b>	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority