



Information available from Dunton Green Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website Hard copy	Free 10p/sheet
Who's who on the Council and its Committees	Website Hard copy – contact clerk	Free 10p/sheet
Contact details for Parish Clerk	Website Hard copy – contact clerk	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard copy – contact clerk	Free 10p/sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	See below	
Annual return form and report by auditor	Website Hard copy – contact clerk	Free £1.00
Finalised budget	Hard copy – contact clerk	£1.00
Precept	Hard copy – contact clerk	10p
Financial Standing Orders and Regulations	Website Hard copy – contact clerk	Free £1.00
Grants given and received	Hard copy – contact clerk	£1.00

Members' allowances and expenses	Hard copy – contact clerk	10p
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact clerk	Free £1.00
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact clerk	Free 10p/sheet
Agendas of meetings (as above)	Website (last two months only) Hard copy – contact clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact clerk	Free £1.00
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact clerk	10p/sheet
Responses to consultation papers	Hard copy – contact clerk	10p/sheet
Responses to planning applications	District Council Website Hard copy – contact clerk	Free 10p/sheet
Bye-laws (removal of canine faeces)	Hard copy – contact Clerk	10p
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:	Website	Free

Standing orders Financial Regulations Code of Conduct	Hard copy – contact clerk	£1.00
Policies and procedures for the provision of services and about the employment of staff: Numerous – see website for full list	Website Hard copy – contact clerk	Free £1.00
Schedule of charges (for the publication of information)	Hard copy – contact clerk	10p/sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	Hard copy – contact clerk	10p/sheet
Register of members' interests – link to District Council website available on Parish Council website	District Council Website Hard copy – contact clerk	Free 50p
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy – contact clerk	10p
Pavilion	Website Hard copy – contact clerk	Free 10p/sheet
Open Spaces, playing fields and recreational facilities	Hard copy – contact clerk	10p
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact clerk	10p
Bus shelters	Hard copy – contact clerk	10p

A summary of services for which the council is entitled to recover a fee, together with those fees (Pavilion, Football Pitch, Allotments, newsletter advertising)	Hard copy – contact clerk	10p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Ms Tracy Godden – Clerk/RFO
Dunton Green Parish Council
Dunton Green Pavilion
Recreation Ground
London Road
Dunton Green
Kent
TN13 2UR

Tel: 01732 462966

Email: clerk@duntongreenpc.org.uk

Website: www.duntongreenpc.org.uk

Office Hours (Dunton Green Pavilion):

Variable Days (Mon – Fri 10.30-12.30) / By appointment

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority