

Information available from Ditton Parish Council under the ICO 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)		
Who's who on the Council and its Committees	Website Hard Copy – Contact Clerk	Free 20p per sheet
Contact details for Parish Clerk and Council members	Website Hard Copy – Contact Clerk	Free 20p per sheet
Location of main Council office and accessibility details	Website Hard Copy – Contact Clerk	Free 20p per sheet
Staffing structure	Website Hard Copy – Contact Clerk	Free 20p per 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)		
Annual return form and report by auditor	Website Hard Copy – Contact Clerk	Free 20p per sheet
Finalised budget	Website Hard Copy – Contact Clerk	Free 20p per sheet
Precept	Website Hard Copy – Contact Clerk	Free 20p per sheet
Borrowing Approval letter	Hard Copy – Contact Clerk	Free 20p per sheet
Financial Standing Orders and Regulations	Website Hard Copy – Contact Clerk	Free 20p per sheet
Grants given and received	Website Hard Copy – Contact Clerk	Free 20p per sheet
List of current contracts awarded and value of contract	Hard Copy – Contact Clerk	
Members' allowances and expenses	Hard Copy – Contact Clerk	20p per sheet
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 20p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – Contact Clerk	Free 20p per sheet
Agendas of meetings (as above)	Website Public Noticeboards	Free Free

	Hard Copy – Contact Clerk	20p per 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 20p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – Contact Clerk	Free 20p per sheet
Responses to consultation papers	Hard Copy – Contact Clerk	20p per sheet
Responses to planning applications	Website Hard Copy – Contact Clerk	Free 20p per sheet
Bye-laws	Website Hard Copy – Contact Clerk	Free 20p per sheet
Class 5 – Our policies and procedures * (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 Policy statements	Website Website Website Website Website Hard Copies – Contact Clerk	Free Free Free Free Free 20p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Website Website Website Hard Copies – Contact Clerk	Free Free Free Free 20p per sheet
Information security policy	Website Hard Copy – Contact Clerk	Free 20p per sheet
Records management policies (records retention, destruction and archive)	Hard Copy – Contact Clerk	20p per sheet
Data protection policies	Website Hard Copy	Free 20p per sheet
Schedule of charges (for the publication of information)	Website Hard Copy – Contact Clerk	Free 20p per sheet
Class 6 – Lists and Registers (Any information we are currently legally required to hold in publicly available registers)		
Any publicly available register or list	Inspection at Parish Office – Contact Clerk	
Assets Register	Hard Copy – Contact Clerk	20p per sheet

Register of members' interests	Inspection at Parish Office – Contact Clerk	
Register of gifts and hospitality	Inspection at Parish Office – Contact Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Website Hard Copy – Contact Clerk	Free 20p per sheet
Community Centre	Website Hard Copy – Contact Clerk	Free 20p per sheet
Recreation Grounds, play areas, Local Nature Reserve, Village Green	Website Hard Copy – Contact Clerk	Free 20p per sheet
Seating, litter bins, memorials	Website Hard Copy – Contact Clerk	Free 20p per sheet
Agency agreements	Hard Copy – Contact Clerk	20p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. grounds maintenance fees)	Hard Copy – Contact Clerk	20p per sheet
Additional Information		

* Some policies/procedures are in the process of being reviewed and/or updated so may not be available to view currently.

Contact details:

Mrs N Greenaway, Clerk of the Council
Ditton Community Centre,
Kilnbarn Road
Ditton, Aylesford
Kent ME20 6AH.

Tel. 01732 844749

Email: clerk@dittonparishcouncil.gov.uk. Website: www.dittonparishcouncil.gov.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per A4 sheet (black & white)	Cover cost of copy, copier and admin costs.
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation, if applicable.
Other		

