

Information available from Rolvenden Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy and/or website	50p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and/or website	50p per sheet
<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	

Annual return form and report by auditor	Hard copy and/or website	50p per sheet
Finalised budget	Hard copy and/or website	50p per sheet
Precept	Hard copy and/or website	50p per sheet
Financial Standing Orders and Regulations	Hard copy and/or website	50p per sheet
Grants given and received	Hard copy and/or website	50p per sheet
List of current contracts awarded and value of contract	Hard copy and/or website	50p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and/or website	50p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and/or website	50p per sheet
Agendas of meetings (as above)	Hard copy and/or website	50p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and/or website	50p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	50p per sheet
Responses to consultation papers	Hard copy	50p per sheet
Responses to planning applications	Hard copy and/or website	50p per sheet
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: Procedural standing orders Code of Conduct	Hard copy	50p per sheet
Policies and procedures for the provision of services and about the employment of staff:	Hard copy	50p per sheet

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)		
Information security policy	Hard copy	50p per sheet
Records management policies (records retention, destruction and archive)	Hard copy	50p per sheet
Data protection policies	Hard copy	50p per sheet
Schedule of charges (for the publication of information)	Hard copy and/or website	50p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard copy	50p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard copy	50p per sheet

Register of members' interests	Hard copy	50p per sheet
Register of gifts and hospitality	Hard copy	50p per sheet
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)	
Parks, playing fields and recreational facilities	Hard copy	50p per sheet
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:
Peter Setterfield PSLCC
Locum Parish Clerk
Wealden House
Grand Parade
Littlestone
Kent
TN28 8NQ
Email: rolvendenclerk@gmail.com

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 @50p per sheet (black & white)	Actual cost *
	Photocopying @ 70p 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