Dymchurch Parish Council

Freedom of Information Act — Model Publication Scheme

Dymchurch Parish Council will make available the information listed below in accordance with its commitments under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR), using the model publication scheme produced by the Information Commissioner's Office (ICO).

The Council is committed to providing as much information as possible on a routine basis. Information will be made available unless:

- the information is exempt under one of the FOIA exemptions or EIR exceptions, or its release is prohibited by another statute (e.g. UK GDPR);
- the information is readily and publicly available from an external website — in which case a direct link is provided;
- the information is archived, out of date or otherwise inaccessible; or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 is available from: Website — www.dymchurchparishcouncil.gov.uk | Email — dymchurchpc@outlook.com | Post — The Clerk, 13 Orgarswick Avenue, Dymchurch, Romney Marsh, Kent TN29 0NX | Phone — 01303 872708

Information to be Published	How the Information Can Be Obtained	Cost
Class 1 – Who We Are and What We Do | Organisational information, structures, locations and contacts | Current information only		
List of Council members (Cllr. Chrissie Cooper, Cllr. Liam Finch, Cllr. Christopher McCreedy, Cllr. Vanessa McCreedy, Cllr. Anne Margaret Pegler, Cllr. Andy Weatherhead, Cllr. Marc Wright, Cllr. Catherine Young, Cllr. Douglas Young) and their responsibilities, together with the Assets & Amenities Committee	Website: www.dymchurchparishcouncil.gov.uk Also available via the Folkestone & Hythe District Council website	Free
Details of representation on local public bodies (e.g. Folkestone & Hythe District Council)	Website: www.dymchurchparishcouncil.gov.uk Hard copy on request to the Clerk	see schedule
Postal address: Dymchurch Parish Council 13 Orgarswick Avenue Dymchurch Romney Marsh Kent TN29 0NX Email: dymchurchpc@outlook.com Phone: 01303 872708	Website: www.dymchurchparishcouncil.gov.uk	Free
Contact details for Parish Clerk (Mr Jeff Lawrence) and individual Councillors — contact the Clerk in the first instance	Website: www.dymchurchparishcouncil.gov.uk	Free
Location of main Council office: 13 Orgarswick Avenue, Dymchurch TN29 0NX. Open Mondays and Tuesdays 0930-1230; please contact the Clerk to arrange access at other times	Website:www.dymchurchparishcouncil.gov.uk	Free
Staffing structure (Clerk to the Council)	Website:www.dymchurchparishcouncil.gov.uk	Free

Class 2 – What We Spend and How We Spend It | Financial information about projected and actual income and expenditure, procurement, contracts and financial audit | Current and previous financial year as a minimum		
Statement of accounts and internal audit report (Annual Return format)	Website: www.dymchurchparishcouncil.gov.uk (Audit section) Hard copy on request	see schedule
Finalised budget (e.g. 2026–27 Budget)	Website: www.dymchurchparishcouncil.gov.uk Hard copy on request	See schedule
Precept (amount levied on Folkestone & Hythe District Council — see Parish Council Precept 2026/27 notice)	Website: www.dymchurchparishcouncil.gov.uk	Free
Borrowing Approval letter (if applicable)	Hard copy on request to the Clerk (Not currently held — not applicable)	See schedule
All items of expenditure above £100	Included in meeting minutes and annual accounts — see website Hard copy on request	see schedule
Financial Standing Orders and Regulations	Website: www.dymchurchparishcouncil.gov.uk (Council Policy/Guidance) Hard copy on request	see schedule
Grants given and received	Included in annual accounts and meeting minutes Hard copy on request	Free / see schedule
List of current contracts awarded and value of contract	Hard copy on request to the Clerk- If Applicable	see schedule
Members' allowances and expenses	Hard copy on request to the Clerk (Council members do not currently receive allowances)	See schedule
Class 3 – What Our Priorities Are and How We Are Doing | Strategies and plans, performance indicators, audits, inspections and reviews | Current and previous year as a minimum		
Annual Governance Statement (in format included in the Annual Return form)	Website: www.dymchurchparishcouncil.gov.uk (Audit 2024–2025) Hard copy on request	see schedule
Parish Plan	Not currently held	N/A
Annual Report to Parish Meeting	Hard copy on request to the Clerk See also meeting minutes on website	Free / see schedule
Quality status	Not currently held	N/A
Local charters drawn up in accordance with DLUHC guidelines	Not currently held	N/A
Data Protection Impact Assessments (full or summary) or other relevant impact assessments (e.g. Health & Safety, Equality)	Hard copy on request to the Clerk- If Applicable	See schedule
Class 4 – How We Make Decisions | Decision-making processes and records of decisions | Current and previous council year as a minimum		
Timetable of meetings (Full Council and Assets & Amenities Committee meetings; Parish meetings)	Website: www.dymchurchparishcouncil.gov.uk Notice boards in the parish	Free

Agendas of meetings	Website: www.dymchurchparishcouncil.gov.uk (Agenda and Minutes pages) Hard copy on request	see schedule
Minutes of meetings (Council, Assets & Amenities Committee, Parish meetings) — exempt material excluded	Website: www.dymchurchparishcouncil.gov.uk (Agenda and Minutes pages) Hard copy on request	see schedule
Reports presented to Council meetings — exempt material excluded	Hard copy on request to the Clerk	See schedule
Responses to consultation papers	Hard copy on request to the Clerk	Free / see schedule
Responses to planning applications	Hard copy on request to the Clerk See also Folkestone & Hythe District Council planning portal	Free / see schedule
Bye-laws	Not currently held	N/A
Class 5 – Our Policies and Procedures | Current written protocols, policies and procedures for delivering services and responsibilities | Current information only		
Procedural standing orders; Committee and sub-committee terms of reference; Delegated authority in respect of officers; Code of Conduct; Policy statements	Website: www.dymchurchparishcouncil.gov.uk (Council Policy/Guidance) Hard copy on request	See schedule
Equality and diversity policy; Health and safety policy; Recruitment policies and current vacancies; Policies and procedures for handling requests for information; Complaints procedures- Please review for latest policies	Website: www.dymchurchparishcouncil.gov.uk (Council Policy/Guidance) Hard copy on request	See schedule
Records management, personal data and access to information policies — including information security, records retention, CCTV and data sharing policies	Website: www.dymchurchparishcouncil.gov.uk (Council Policy/Guidance) Hard copy on request	See schedule
Class 6 – Lists and Registers | Currently maintained lists and registers only		
Information legally required to be held in publicly available registers	Hard copy available for inspection at the Council office (by appointment) Contact the Clerk	Free
Assets register (including public land and building assets) — see Asset Register April 2020 on website	Website: www.dymchurchparishcouncil.gov.uk Hard copy on request	See schedule
Disclosure log (information provided in response to FOIA and EIR requests) — recommended good practice	Hard copy on request to the Clerk	See schedule
Register of members' interests — see Disclosable Personal Interests on website	Website: www.dymchurchparishcouncil.gov.uk Also: Folkestone & Hythe District Council website	Free
Register of gifts and hospitality	Hard copy on request to the Clerk	Free

Class 7 – The Services We Offer | Information about the services we offer, including leaflets, guidance and newsletters | Current information only		
Burial grounds — see Burial Grounds page	Website: www.dymchurchparishcouncil.gov.uk/burial-grounds	Free
Community centres and village halls — Village Hall, Orgarswick Avenue, Dymchurch	Website: www.dymchurchparishcouncil.gov.uk Day to day management by Village Hall Committee	Free
Parks, playing fields and recreational facilities — Recreation Ground, Dymchurch	Website: www.dymchurchparishcouncil.gov.uk (Recreation Ground page)	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy on request to the Clerk-	Free
Bus shelters	Hard copy on request to the Clerk	Free
Markets	Not currently held / managed by this Council	N/A
Public conveniences	Not currently held / managed by this Council	N/A
Agency agreements	N/A	N/A
Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees, car park charges)	Burial Fees Carpark Charges Hire of Recreation Ground Trading licences Access licences Information on request to the Clerk	Free
Additional Information — Information not itemised in the lists above		
Any other information the Council holds and which is not covered by the classes above	Information on request to the Clerk	Free / see schedule

Schedule of Charges

Where 'see schedule' is indicated above, the following charges may apply. Charges are kept to a minimum and are based on actual disbursement costs only. Information provided electronically or downloaded from the website will be provided free of charge.

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying — black & white (per sheet)	Actual cost incurred
	Photocopying — colour (per sheet)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	As required by the relevant legislation	In accordance with the relevant statute
Other	Burial fees and other chargeable services — see individual service pages	As published by the Council

This publication scheme was adopted by Dymchurch Parish Council and is reviewed annually at the Annual Parish Council Meeting.

Last reviewed: March 2026 | Next review: May 2027