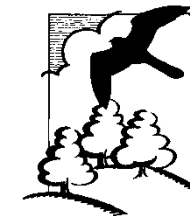


Hawkhurst Parish Council Publication Scheme



Hawkhurst Parish Council, in common with other public bodies, makes information on its activities available to the public under the terms of the Freedom of Information Act 2000.

In summary, requests for information need to be made in writing and the Council has a period of 20 working days to respond. Those terms continue to apply in general.

In order to simplify the process, the Information Commissioner has approved a Model Publication Scheme which commits an authority to make more routine information available to the public as part of normal business activities. Outlined below is a list of such information identified in the Model Publication Scheme that Parish Council has available routinely and can provide access to upon request. This is based on the Model Scheme for Local Councils and reflects the responsibilities of Parish Council.

Availability of Information

In person: from Parish Council, The Office at The Moor, Hawkhurst, Kent TN18 4NT 10am – 12noon Tuesday to Friday

On the website: www.hawkhurst-pc.gov.uk

SCHEDULE OF CHARGES

The Council will not charge for the inspection of documents or for viewing the information. However, if copies are required the following will apply:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual Cost
	Photocopying (colour) – not available	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

Information to be published	How the information can be obtained?	Cost
		website is free! www.hawkhurst-pc.gov.uk
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
<ul style="list-style-type: none"> Who's who on the Council and its Committees 	hard copy and/or website	hard copy 10p p/sheet website free
<ul style="list-style-type: none"> Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address) 	hard copy and/or website	hard copy 10p p/sheet website free
<ul style="list-style-type: none"> Location of main Council office and accessibility details 	hard copy and/or website	hard copy 10p p/sheet website free
<ul style="list-style-type: none"> Staffing structure 	hard copy and/or website	hard copy 10p p/sheet website free

Class 2 – What we spend and how we spend it - Current and previous financial year (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	hard copy and/or website	hard copy 10p p/sheet website free ditto
Finalised budget	hard copy and/or website	hard copy 10p p/sheet website free ditto
Precept	hard copy and/or website	hard copy 10p p/sheet website free ditto

Financial Standing Orders and Regulations	hard copy and/or website	hard copy 10p p/sheet website free ditto
Grants given and received	hard copy	hard copy 10p p/sheet
List of current contracts awarded and value of contract	hard copy	hard copy 10p p/sheet
Members' allowances and expenses	hard copy	hard copy 10p p/sheet

Class 3 – What our priorities are and how we are doing		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy and/or website	hard copy 10p p/sheet website free
Business Plan / Council Priorities	hard copy and/or website	hard copy 10p p/sheet website free

Class 4 – How we make decisions (Decision making processes and records of decisions) 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	hard copy 10p p/sheet website free
Agendas of meetings (as above)	hard copy and/or website	hard copy 10p p/sheet website free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	hard copy and/or website	hard copy 10p p/sheet

		website free
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting	hard copy and/or website	hard copy 10p p/sheet website free
Responses to consultation papers	hard copy	hard copy 10p p/sheet
Responses to planning applications	hard copy and/or website	hard copy 10p p/sheet website free

Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</i>		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	hard copy and/or website hard copy and/or website hard copy hard copy and/or website hard copy and/or website	hard copy 10p p/sheet website free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	hard copy and/or website hard copy and/or website hard copy and/or website hard copy and/or website	hard copy 10p p/sheet website free
Records management policies (records retention, destruction and archive)	hard copy	hard copy 10p p/sheet
Data protection policies	hard copy and/or website	hard copy 10p p/sheet website free

Schedule of charges for the publication of information	hard copy and/or website	hard copy 10p p/sheet website free
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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)	hard copy and/or website	hard copy 10p p/sheet website free
Assets Register	hard copy	hard copy 10 p/sheet
Disclosure log (indicating the information that has been provided in response to requests)	hard copy	hard copy 10p p/sheet
Register of members' interests	hard copy	hard copy 10p p/sheet
Register of gifts and hospitality	hard copy	hard copy 10p p/sheet

Class 7 – The services we offer - Current information only (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
○ Allotments	hard copy	hard copy 10p p/sheet
○ Burial grounds	hard copy	hard copy 10p p/sheet
○ Copt Hall, KGV Sports Pavilion	hard copy	hard copy 10p p/sheet
○ Parks, playing fields and recreational facilities	hard copy	hard copy 10p p/sheet
○ Seating, litter bins, memorials and street lighting	hard copy	hard copy 10p p/sheet

○ A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees, hall hire)	hard copy	hard copy 10p p/sheet
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Contact details:

Parish Clerk, Parish Council,
The Office at the Moor, Hawkhurst, Kent TN18 4NT
Phone : 01580 752058
Email : parish.clerk@hawkhurst-pc.gov.uk

If you, are un happy with the way in which Parish Council has dealt with your request under the Freedom of Information Act 2000 you should raise the matter in accordance with our usual complaints procedure.