

Information available from Herne & Broomfield Parish Council under the model publication scheme 2009

Information to be published	How the information can be obtained	Cost
<p>Class 1 Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who on the Council and its Committees (annual)	Website Newsletter Hard Copy	Free Free 5p per A4 side + Postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address if used)	Website Newsletter Hard Copy	Free Free 5p per A4 side + Postage
Location of main Council office and accessibility details	Website Newsletter Hard Copy	Free Free 5p per A4 side + Postage
Staffing structure	N/A	
<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	5p per A4 side + Postage
Finalised budget	Website Hard Copy	Free 5p per A4 side + Postage
Precept	Website Hard Copy	Free 5p per A4 side + Postage
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard Copy	Free 5p per A4 side + Postage
Grants given and received	Hard Copy	5p per A4 side + Postage
List of current contracts awarded and value of contract	Hard Copy	5p per A4 side + Postage
Members' allowances and expenses (annual)	Website	Free

	Newsletter Hard Copy	Free 5p per A4 side + Postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard Copy	£1
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Newsletter Hard Copy	Free Free 5p per A4 side + Postage
Quality status	Website Hard Copy	Free 5p per A4 side + Postage
Local charters drawn up in accordance with DCLG guidelines	N/A	
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)	Website Hard Copy	Free 5p per A4 side + Postage
Agendas of meetings (as above)	Website Notice Boards Hard Copy	Free Free 5p per A4 side + Postage
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 5p per A4 side + Postage
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy (usually included in Minutes)	Free 5p per A4 side + Postage
Responses to planning applications	Hard Copy (Minutes)	5p per A4 side + Postage
Bye-laws	N/A	
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	Website	Free

business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard Copies	All hard copies 5p per A4 side + Postage
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 Hard Copy (Standing Orders) Hard Copy Hard Copy Hard Copy N/A N/A Hard Copy	Free All hard copies 5p per A4 side + Postage
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	Hard Copy (Data Protection Act)	5p per A4 side + Postage
Schedule of charges (for the publication of information)	Website Hard Copy	Free 5p per A4 side + Postage
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)	N/A	
Assets Register	Hard Copy	5p per A4 side + Postage
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)	N/A	
Register of members' interests	Canterbury City Council	
Register of gifts and hospitality	Canterbury City Council	
Class 7 – The services we offer (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)	

Current information only		
Allotments	Web site (Minutes)	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard Copy Newsletter	5p per A4 side + Postage Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy	5p per A4 side + Postage
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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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 @ 5p. per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class