

## 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><b>Class 1</b><br/> <b>Who we are and what we do</b><br/>           (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<br>Newsletter<br>Hard Copy  | Free<br>Free<br>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<br>Newsletter<br>Hard Copy  | Free<br>Free<br>5p per A4 side + Postage |
| Location of main Council office and accessibility details  | Website<br>Newsletter<br>Hard Copy  | Free<br>Free<br>5p per A4 side + Postage |
| Staffing structure   | N/A                                 |  |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>           (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<br>Hard Copy                | Free<br>5p per A4 side + Postage         |
| Precept  | Website<br>Hard Copy                | Free<br>5p per A4 side + Postage         |
| Borrowing Approval letter  | N/A                                 |  |
| Financial Standing Orders and Regulations  | Website<br>Hard Copy                | Free<br>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                                     |

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|   | Newsletter<br>Hard Copy                            | Free<br>5p per A4 side<br>+ Postage         |
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| <b>Class 3 – What our priorities are and how we are doing</b><br>(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<br>Newsletter<br>Hard Copy                 | Free<br>Free<br>5p per A4 side<br>+ Postage |
| Quality status  | Website<br>Hard Copy                               | Free<br>5p per A4 side<br>+ Postage         |
| Local charters drawn up in accordance with DCLG guidelines  | N/A  |   |
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| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)<br><br>Current and previous council year as a minimum                                  | (hard copy or website)                             |   |
| Timetable of meetings (Council)   | Website<br>Hard Copy                               | Free<br>5p per A4 side<br>+ Postage         |
| Agendas of meetings (as above)  | Website<br>Notice Boards<br>Hard Copy              | Free<br>Free<br>5p per A4 side<br>+ Postage |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.  | Website<br>Hard Copy                               | Free<br>5p per A4 side<br>+ Postage         |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.   | Website<br>Hard Copy (usually included in Minutes) | Free<br>5p per A4 side<br>+ Postage         |
| Responses to planning applications  | Hard Copy<br>(Minutes)                             | 5p per A4 side<br>+ Postage                 |
| Bye-laws  | N/A  |   |
|   |  |   |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only | (hard copy or website)                             |   |
| Policies and procedures for the conduct of council  | Website  | Free  |

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| business:<br><br>Procedural standing orders<br>Committee and sub-committee terms of reference<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements  | Hard Copies  | All hard copies<br>5p per A4 side<br>+ Postage         |
| Policies and procedures for the provision of services and about the employment of staff:<br><br>Internal policies relating to the delivery of services<br><br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br>Complaints procedures (including those covering requests for information and operating the publication scheme) | Website<br><br>Hard Copy (Standing Orders)<br>Hard Copy<br>Hard Copy<br>Hard Copy<br>N/A<br>N/A<br>Hard Copy | Free<br>All hard copies<br>5p per A4 side<br>+ 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<br>+ Postage                            |
| Schedule of charges (for the publication of information)   | Website<br>Hard Copy   | Free<br>5p per A4 side<br>+ Postage                    |
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| <b>Class 6 – Lists and Registers</b><br><br>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<br>+ 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  |  |
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| <b>Class 7 – The services we offer</b><br>(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)                                 |  |

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

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                           | <b>BASIS OF CHARGE</b>                                   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ 5p. per sheet (black & white) | Actual cost  |
|                          | Postage                                      | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |