

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

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
<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
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 Newsletter Hard Copy	Free 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
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 Free
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 consultation papers (excluding information under Data protection)	Hard Copy	5p per A4 side + Postage
Responses to planning applications	Hard Copy (Minutes)	5p per A4 side + Postage
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 Committee and sub-committee terms of reference	Website Hard Copies	Free All hard copies 5p per A4 side + Postage

Delegated authority in respect of officers Code of Conduct Policy statements		
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) Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy (Standing Orders) Hard Copy Hard Copy Hard Copy Hard Copy	Free All hard copies 5p per A4 side + Postage
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		
Assets Register	Hard Copy	5p per A4 side + Postage
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) Current information only	(hard copy or website; some information may only be available by inspection)	
Parks, playing fields and recreational facilities	Hard Copy	5p per A4 side + Postage
Seating, litter bins, clocks, memorials and lighting	Hard Copy	5p per A4 side + Postage

Contact details:

Monica Blyth

Clerk to the Herne & Broomfield Parish Council

Herne Mill, Mill Lane, Herne, Kent CT6 7DR

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