

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	As per Schedule below
Who's who on the Council and its Committees	Website Hard copy contact Clerk	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy contact Clerk	
Location of main Council office and accessibility details	Website Hard copy contact Clerk	
Staffing structure	Website Hard copy contact Clerk	
Election Results	Website Hard copy contact Clerk	
<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>	Website Hard copy contact Clerk	As per Schedule below
Annual return form and report by auditor	Website Hard copy contact RFO	
Finalised budget	In Council Minutes Hard copy contact RFO	

Precept	In Council Minutes Hard copy contact RFO	
Borrowing Approval letter	No current loans	
Financial Standing Orders and Regulations	Website Hard copy contact Clerk	
Grants given and received	Website Grants Hard copy contact RFO	
List of current contracts awarded and value of contract	Website Hard copy contact RFO	
Members' allowances and expenses	Travel only outside of Parish in line with Inland Revenue rates Hard Copy contact RFO	
Expenditure over £500	Website Hard copy contact RFO	
Income over £500	Website Hard copy contact RFO	
Quarterly Comparisons	Website Hard copy contact RFO	
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	(hard copy or website)	As per Schedule below
Parish Plan (current and previous year as a minimum) Neighbourhood Plan under development	Parish Plan Hard copy contact Clerk Neighbourhood Plan Website or contact Deputy Clerk	

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy contact Deputy Clerk	
Local Council Awards Scheme	Application submitted	
Local charters drawn up in accordance with DCLG guidelines	Hard copy contact Town Clerk	
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)	As per Schedule below
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Hard copy contact Clerk	
Agendas of meetings (as above)	Website Hard copy contact Clerk	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy contact Clerk	
Reports presented to council meetings – From May 2015 n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy contact Clerk	
Responses to consultation papers	Hard copy contact Clerk	
Responses to planning applications	Council and Planning and Transportation Minutes or on Sevenoaks District Council website	
Bye-laws	Website Hard copy contact Clerk	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p>	<p>As per Schedule below</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website Hard copy contact Clerk</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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)</p>	<p>Hard copy contact Clerk</p>	
<p>Information security policy</p>	<p>Employment contract and Data Protection Policy</p>	

Records management policies (records retention, destruction and archive)	Hard copy contact Clerk	
Data protection policies	Website Hard copy contact Clerk	
Schedule of charges (for the publication of information)	As per legislation	
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	As per Schedule below
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 contact RFO	
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)	In Council minutes	
Register of members' interests	On Website	
Register of gifts and hospitality	Hard copy contact Clerk	
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)	As per Schedule below
Allotments	Website Or contact Deputy Clerk	

Burial grounds and closed churchyards	Website Or contact Deputy Clerk	
Community centres and village halls	Website Or contact Admin Officer	
Parks, playing fields and recreational facilities	Website Or contact Deputy Clerk	
Seating, litter bins, clocks, memorials and lighting	Hard copy Or contact Deputy Clerk	
Bus shelters	Hard copy Or contact Deputy Clerk	
Markets	Website Or contact Tourism Officer	
Public conveniences	Website Or contact Deputy Clerk	
Agency agreements	Hard copy Or contact Clerk	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy contact RFO	
Street lights	Website Or contact Admin Officer	
Recycling	Website Or contact Admin Officer	
Visitor Information	Website Or contact Tourism Officer	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		As per Schedule below

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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 *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Below £5 (10 Minutes) no charge £25.00 per hour thereafter to maximum of £450	In accordance with the relevant legislation (quote the actual statute)
Other	* the actual cost incurred by the public authority	

