



Edenbridge Town Council

Town Clerk: Caroline Leet



PUBLICATION SCHEME

Freedom of Information Act

The Freedom of Information Act gives a general right of access to all types of recorded information held by public authorities, including the Town Council. Further information on the Act is available from the Information Commissioner's (ICO) website.

This publication scheme commits Edenbridge Town Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Town Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the ICO.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below
- To specify the information which is held by the authority and falls within the classifications below
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- To review and update on a regular basis the information the authority makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make this publication scheme available to the public

CLASSES OF INFORMATION

Who we are and what we do:

Organisational information, locations and contacts, constitutional and legal governance.

Adopted May 2010

Reviewed May 2011/18. Amended and adopted November 2019

File/Admin/Policy Manual/Policies/Publication Scheme 2019

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

Office hours: Monday – Friday 9.00am – 5.00pm **Tel:** (01732) 865368 **Fax:** (01732) 866749

Email: townclerk@edenbridgetowncouncil.gov.uk **Web:** www.edenbridgetowncouncil.gov.uk

What we spend and how we spend it:

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing:

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions:

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures:

Current written protocols for delivering our functions and responsibilities.

Lists and registers:

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer:

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

THE METHOD BY WHICH INFORMATION PUBLISHED UNDER THIS SCHEME WILL BE MADE AVAILABLE

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Adopted November 2008

Reviewed May 20/1011/18. Amended and adopted November 2019

File/Admin/Policy Manual/Policies/Publication Scheme 2019

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Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

CHARGES WHICH MAY BE MADE FOR INFORMATION PUBLISHED UNDER THIS SCHEME

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

WRITTEN REQUESTS

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

The request should be submitted in writing to the Town Clerk, either by email to townclerk@edenbridgetowncouncil.gov.uk or in writing Edenbridge Town Council, Doggetts Barn, 72A High Street, Edenbridge, Kent, TN8 5AR. You will need to provide a contact name; a contact address, and your request (this should be clear and specific).

A response will be given within 20 working days. It is not necessary to contact the Council again during this period, unless you have further information to add to your request.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(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	
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) Current and previous financial year as a minimum	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	Council Minutes (usually Jan) 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 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	Local Council Award Scheme Foundation Level 2017/2021	
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	
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)	As per Schedule below
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy contact Clerk	
Policies and procedures for the provision of services and about the employment of staff: 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)	Hard copy contact Clerk	
Information security policy	Employment contract and Data Protection Policy	
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	(hard copy or website; some information may only be available by inspection)	As per Schedule below
Currently maintained lists and registers only		
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)	Hard copy contact Clerk	
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)	(hard copy or website; some information may only be available by inspection)	As per Schedule below
Current information only		
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	

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 @ 7p per sheet (black & white)	Approved Fees and Charges
	Photocopying @ 14p per sheet (colour)	Approved Fees and Charges
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Statutory fees will apply if complying with a request would cost more than £450 (18 hours at £25ph). The Town Council can refuse the request outright or do the work for an extra charge	<u>Freedom Of Information Code of Practice 2018</u>
Other	Examples may include staff time (internal or external at £25ph); cost of materials or hire of specialist equipment (for example rental or licensing) for specific activity of redaction	Freedom of Information Act