

Information available from Allhallows Parish Council under the model publication scheme

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>	<p>hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk</p>	<p>10p per page</p>
<p>Who's who on the Council and its Committees</p>	<p>hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk</p>	<p>“</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk</p>	<p>“</p>
<p>Location of main Council office and accessibility details</p>	<p>hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk</p>	<p>“</p>
<p>Staffing structure</p>	<p>hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk</p>	<p>“</p>
<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>	<p>hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk</p>	<p>10p per page</p>

Annual return form and report by auditor	hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk	10p per page
Finalised budget	hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk	10p per page
Precept	hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk	10p per page
Borrowing Approval letter	Not applicable	10p per page
Financial Standing Orders and Regulations	hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk	10p per page
Grants given and received	hard copy from Parish Clerk	10p per page
List of current contracts awarded and value of contract	hard copy from Parish Clerk	10p per page
Members' allowances and expenses	hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk	10p per page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk	10p per page
Parish Plan (current and previous year as a minimum)	hard copy from Parish Clerk	10p per page
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy from Parish Clerk	10p per page
Quality status	Not applicable	10p per page
Local charters drawn up in accordance with DCLG guidelines	Not applicable	10p per page

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk</p>	<p>10p per page</p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk</p>	<p>10p per page</p>
<p>Agendas of meetings (as above)</p>	<p>hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk</p>	<p>10p per page</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk</p>	<p>10p per page</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy from Parish Clerk</p>	<p>10p per page</p>
<p>Responses to consultation papers</p>	<p>Hard copy from Parish Clerk</p>	<p>10p per page</p>
<p>Responses to planning applications</p>	<p>Hard copy from Parish Clerk</p>	<p>10p per page</p>
<p>Bye-laws</p>	<p>Hard copy from Parish Clerk</p>	<p>10p per page</p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	<p>hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk</p>	<p>10p per page</p>
<p>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</p>	<p>hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk</p>	<p>10p per page</p>

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>hard copy from Parish Clerk or website</p> <p>www.allhallowspc.kentparishes.gov.uk</p>	<p>10p per page</p>
Information security policy	Hard copy from Parish Clerk	10p per page
Records management policies (records retention, destruction and archive)	Hard copy from Parish Clerk	10p per page
Data protection policies	Hard copy from Parish Clerk	10p per page
Schedule of charges (for the publication of information)	<p>hard copy from Parish Clerk or website</p> <p>www.allhallowspc.kentparishes.gov.uk</p>	10p per page
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p>www.allhallowspc.kentparishes.gov.uk</p>	10p per page
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<p>hard copy from Parish Clerk or website</p> <p>www.allhallowspc.kentparishes.gov.uk</p>	10p per page
Assets Register	<p>hard copy from Parish Clerk or website</p> <p>www.allhallowspc.kentparishes.gov.uk</p>	10p per page
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)	<p>hard copy from Parish Clerk or website</p> <p>www.allhallowspc.kentparishes.gov.uk</p>	10p per page
Register of members' interests	hard copy from Parish Clerk or	10p per

	website www.allhallowspc.kentparishes.gov.uk	page
Register of gifts and hospitality	hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk	10p per page
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) www.allhallowspc.kentparishes.gov.uk	10p per page
Allotments	hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk	10p per page
Community centres and village halls	hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk	10p per page
Parks, playing fields and recreational facilities	hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk	10p per page
Seating, litter bins	hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk	10p per page
Bus shelters	hard copy from Parish Clerk or website www.allhallowspc.kentparishes.gov.uk	10p per page
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Allhallows Life Magazine archive	www.allhallowspc.kentparishes.gov.uk	

Contact details:

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High Halstow
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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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Staff time @£15.00 an hour (but not charged)	In accordance with the relevant legislation FOI Act 2000
Other	If the estimated total disbursement cost is less than £2.00 no charge will be made. If the estimated total of disbursements exceeds £20.00 the estimate will be sent and the remainder of the 20 working days will be suspended until the estimated cost has been accepted and paid. If the total estimated cost including staff time, copies and postage exceeds £450 the request will be refused and an appropriate decision notice sent	

Adopted by the Council on 18th January 2012

* the actual cost incurred by the public authority