

## **This is Ulcombe Parish Council Freedom of Information Publication Scheme**

Ulcombe Parish Council is responsible for maintenance of this scheme, which was approved on the 10 May 2018

### **1. Introduction: What a publication scheme is and why it has been developed.**

This publication scheme commits Ulcombe Parish 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 Ulcombe Parish Council.

The scheme commits Ulcombe Parish Council :

- To proactively publish or otherwise make available as a matter of routine, information including environmental information, which is held by Ulcombe Parish Council and falls within the classification below.
- To specify the information which is held by Ulcombe Parish Council 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 this information is made routinely available so that it can easily be identified and accessed by members of the public.
- To review and update on a regular basis the information Ulcombe Parish Council 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.

## Information available from Ulcombe Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (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 and/or website)	Per sheet unless * which is per document.
Who's who on the Council and its Committees	Hard Copy & Website	5p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy & Website	5p
Location of main Council office and accessibility details	Hard Copy & Website	5p
Staffing structure	Hard Copy	5p
<p><b>Class 2 – What we spend and how we spend it</b> (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	£1*

Finalised budget	Hard Copy	5p
Precept	Hard Copy	5p
Borrowing Approval letter	Hard Copy	5p
Financial Standing Orders and Regulations	Hard Copy & Website	5p
Grants given and received	Hard Copy	5p
List of current contracts awarded and value of contract	Hard Copy	5p
Members' allowances and expenses	Hard Copy	5p
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard Copy & Website	5p
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy	£2*
Local charters drawn up in accordance with DCLG guidelines	Hard Copy	£1*
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy & Website	5p
Agendas of meetings (as above)	Hard Copy & Website	5p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy & Website	5p

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	5p
Responses to consultation papers	Hard Copy	5p
Responses to planning applications	Hard Copy & Website	5p
Bye-laws	Hard Copy	5p
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)  Hard Copy & Website	  5p
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	Hard Copy & Website	5p
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) Policies and procedures for handling requests for information	Hard Copy	5p

Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy & Website	5p
Information security policy	Hard Copy	5p
Records management policies (records retention, destruction and archive)	Hard Copy	5p
Data protection policies	Hard Copy	5p
Schedule of charges (for the publication of information)	Hard Copy & Website	5p
<b>Class 6 – Lists and Registers</b>		
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)	Hard Copy	5p
Assets Register	Hard Copy	5p
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)		
Register of members' interests	Hard Copy	5p
Register of gifts and hospitality	Hard Copy	5p
<b>Class 7 – The services we offer</b>		
(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)	
Current information only		
Burial grounds and closed churchyards	Hard Copy	5p

Community centres and village halls	N/a	
Parks, playing fields and recreational facilities	Hard Copy	5p
Seating, litter bins, clocks, memorials and lighting	Hard Copy	5p
Bus shelters	Hard Copy	5p
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard Copy	5p
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	5p
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**The method by which information published under this scheme will be made available.**

Ulcombe Parish Council 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 Ulcombe Parish Council, information will be provided on our 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, we will indicate how information can be obtained by other means and provide it by those means.

In exceptional services 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.

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 Ulcombe Parish Council 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 the 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.

### **Contact details:**

If you require a paper version of any information, or want to ask whether information is available, please contact

**Mrs Helen Anderson (Parish Clerk)**  
**C/O 16 Chaplin Drive**  
**Headcorn**  
**Kent**  
**TN27 9TN**  
**Tel:01622 891945 e-mail [ulcombepc@outlook.com](mailto:ulcombepc@outlook.com)**

If the information you're looking for is not available via the scheme and is not on our website, you can still contact Ulcombe Parish Council to ask if we have it.

Note : This model publication scheme has been prepared and approved by the Information Commissioner to be adopted without modification by any public authority without further approval and will be valid until further notice.