

# FREEDOM OF INFORMATION ACT: INFORMATION AVAILABLE FROM ULCOMBE PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

<i>Information to be published</i>	<i>How the information can be obtained</i>
<p><b>Class 1 - Who we are and what we do</b> (<i>Organisational information, structures, locations and contacts</i>). <i>This will be current information only.</i></p> <ul style="list-style-type: none"> <li>•Who’s who on the Council and its committees</li> <li>•Contact details for Parish Clerk and Council members</li> <li>•Location of main Council office and accessibility details</li> <li>•Staffing structure</li> </ul>	<p>Website, electronic or hard copy</p> <p>Website, notice board (adjacent to the bus stop, The Street, Ulcombe), electronic or hard copy</p> <p>Website, electronic or hard copy</p> <p>Website, electronic or hard copy</p>
<p><b>Class 2 – What we spend and how we spend it</b> (<i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</i>). <i>Current and previous financial year as a minimum.</i></p> <ul style="list-style-type: none"> <li>•Annual return form and report by auditor</li> <li>•Finalised budget</li> <li>•Precept</li> <li>•Borrowing Approval letter</li> <li>•Financial Standing Orders and Regulations</li> <li>•Grants given and received</li> <li>•List of current contracts awarded and value of contract</li> <li>•Members’ allowances and expenses</li> </ul>	<p>Notice board (adjacent to the bus stop, The Street, Ulcombe) for allocated time, electronic or hard copy</p> <p>Website, electronic or hard copy</p> <p>Website, electronic or hard copy</p> <p>Not applicable at present</p> <p>Website, electronic or hard copy</p> <p>Published in minutes</p> <p>Published in minutes</p> <p>Electronic or hard copy</p>
<p><b>Class 3 – What our priorities are and how we are doing</b> (<i>Strategies and plans, performance indicators, audits, inspections and reviews</i>)</p> <ul style="list-style-type: none"> <li>•Parish Plan (current and previous year as a minimum)</li> <li>•Annual Report to Parish or Community Meeting (current and previous year as a minimum)</li> <li>•Quality status</li> <li>•Local charters drawn up in accordance with DCLG guidelines</li> </ul>	<p>Hard copy available to order via parish clerk</p> <p>Website, electronic or hard copy (copies distributed to all households)</p> <p>Not applicable</p> <p>Not applicable</p>
<p><b>Class 4 – How we make decisions</b> (<i>Decision making processes and records of decisions</i>). <i>Current and previous council year as a minimum.</i></p> <ul style="list-style-type: none"> <li>•Timetable of meetings (Council, any committee/ sub-committee meetings and parish meetings)</li> </ul>	<p>Website, notice board (adjacent to the bus stop, The Street, Ulcombe), electronic or hard copy</p>

<ul style="list-style-type: none"> <li>•Agendas of meetings (as above)</li>   <li>•Minutes of meetings (as above) – Nb this will exclude information that is properly regarded as private to the meeting.</li>   <li>•Reports presented to council meetings - Nb this will exclude information that is properly regarded as private to the meeting.</li>   <li>•Responses to consultation papers</li>   <li>•Responses to planning applications</li>   <li>•Bye-laws</li> </ul>	<p>Website, notice board (adjacent to the bus stop, The Street, Ulcombe), electronic or hard copy</p> <p>Website, notice board (adjacent to Ulcombe Primary School, The Street, Ulcombe), electronic or hard copy</p> <p>Electronic or hard copy</p> <p>Electronic or hard copy</p> <p>Website (in minutes), electronic or hard copy</p> <p>Hard copy</p>
<p><b>Class 5 – Our policies and procedures</b> (<i>Current written protocols, policies and procedures for delivering our services and responsibilities</i>). <i>Current information only.</i></p> <p>a) Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>•Procedural standing orders</li>   <li>•Committee and sub-committee terms of reference</li>   <li>•Delegated authority in respect of officers</li>   <li>•Code of Conduct</li>   <li>•Policy statements</li> </ul> <p>b) Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>•Internal policies relating to the delivery of services</li>   <li>•Equality and diversity policy</li>   <li>•Health and safety policy</li>   <li>•Recruitment policies (including current vacancies)</li>   <li>•Policies and procedures for handling requests for information</li>   <li>•Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul> <p>c) Information security policy</p> <p>d) Records management policies (records retention, destruction and archive)</p> <p>e) Data protection policies</p> <p>f) Schedule of charges (for the publication of information)</p>	<p>Website, electronic or hard copy</p> <p>Not applicable</p> <p>Electronic or hard copy</p> <p>Hard copy</p> <p>Electronic or hard copy</p> <p>Electronic or hard copy</p> <p>Electronic or hard copy</p> <p>Electronic or hard copy</p> <p>Electronic or hard copy</p> <p>Electronic or hard copy</p> <p>Website, electronic or hard copy</p> <p>Electronic or hard copy</p> <p>Electronic or hard copy</p> <p>Electronic or hard copy</p> <p>Website, notice board (adjacent to the bus stop, The Street, Ulcombe), electronic or hard copy</p>

**Class 6 – Lists and Registers** *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).*

- Assets Register
- 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
- Register of gifts and hospitality

Electronic or hard copy

Not held

Electronic or hard copy. Full list Maidstone Borough Council Monitoring Officer

Electronic or hard copy

**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.*

- Allotments
- Burial grounds and closed churchyards
- Community centres and village halls
- Parks, playing fields and recreational facilities
- Seating, litter bins, clocks, memorials and lighting
- Bus shelters
- Markets
- Public conveniences
- Agency agreements
- A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)

Not applicable

Not applicable

Not applicable

Electronic or hard copy or via minutes

Electronic or hard copy or via minutes

Electronic or hard copy or via minutes

Not applicable

Not applicable

Electronic or hard copy or via minutes

Not applicable

**Additional Information** (This will provide Councils with the opportunity to publish information that is not itemised in the lists above)

Not applicable

**Contact details** Mrs B Samuelson, Clerk Ulcombe Parish Council, Stonehall Farm, Crumps Lane, Ulcombe, Maidstone, Kent, ME17 1EU. Tel 01622 890912. Email: [bridget.sam@thurstonhelis.co.uk](mailto:bridget.sam@thurstonhelis.co.uk)

**Schedule of charges** *This describes how the charges have been arrived at and should be published as part of the guide.*

- 5p per black and white A4 sheet (single sided). Basis of charge: Actual cost
- Cost of 2nd class postage by Royal Mail. Basis of charge: Actual cost
- Electronic copies of information held in digital form are free of charge.
- Statutory fee. Basis of charge: In accordance with the relevant legislation.