



**Information available from East Farleigh Parish  
Council under the model publication scheme (see end  
of document for costs)**

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b><u>Class1 - Who we are and what we do</u></b> (Organisational information, structures, locations and contacts)	
<b>Who's who on the Council</b> Full Council only There are no Committees or Sub Committees	Hard copy Electronic copy Website Noticeboards
<b>Contact details for Parish Clerk and Council members</b>	Hard copy Electronic copy Website Noticeboards
<b>Location of main Council office and accessibility details</b>	Hard copy Electronic copy Website Noticeboards
<b>Staffing structure</b> The Clerk is the only paid member of staff	Not applicable
<b><u>Class 2 – What we spend and how we spend it</u></b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
<b>Annual return form and report by auditor</b>	Hard copy Electronic copy Website Noticeboards for allocated time

<b>Finalised budget</b> Following agreement at full Council meeting	Hard copy Electronic copy Website
<b>Precept</b> Following agreement at full Council meeting	Hard copy Electronic copy Website
<b>Borrowing Approval Letter</b>	Not applicable at present
<b>Financial Standing Orders and Regulations</b>	Hard copy Electronic copy Website
<b>Grants given and received</b>	Hard copy Electronic copy Website
<b>List of current contracts awarded and value of contract</b>	Hardcopy
<b>Members' allowances and expenses</b> Members allowances not received Travel and general expenses	Hard copy
<b><u>Class 3 – What our priorities are and how we are doing</u></b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
<b>Parish Plan</b> Village Plan 2009	Hard copy Electronic copy Website
<b>Annual Report to Parish or Community Meeting</b> (current and previous year as a minimum)	Hard copy Electronic copy Website
<b>Quality status</b>	Not applicable
<b>Local charters drawn up in accordance with DCLG guidelines</b>	Not applicable
<b><u>Class 4 – How we make decisions</u></b> (Decision making processes and records of decisions) Current and previous council year as a minimum	
<b>Timetable of meetings</b> (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Electronic copy Website
<b>Agendas of meetings</b> (as above)	Hard copy Electronic copy Website Noticeboards (current only)

<b>Minutes of meetings (once approved)</b> (as above) nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Electronic copy Website
<b>Reports presented to council meetings</b> nb this will exclude information that is properly regarded as private to the meeting.	Hard copy
<b>Responses to consultation papers</b>	Not generally applicable as KALC respond on our behalf. Otherwise hard copy or electronic copy.
<b>Responses to planning applications</b>	Hard copy Electronic copy
<b>Bye-laws</b>	Not applicable
<b><u>Class 5 – Our policies and procedures</u></b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
<b>Policies and procedures for the conduct of council business:</b> Procedural standing orders  Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct  Policy statements	Hard copy Electronic copy Website Not applicable Not applicable Hard copy Electronic copy Website Not applicable
<b>Policies and procedures for the provision of services and about the employment of staff:</b> 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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Not applicable Not applicable Not applicable Not applicable Not applicable Hard copy Electronic copy Website
Information security policy	Not applicable
Records management policies (records retention, destruction and archive)	Contact Clerk
Data protection policies	Not applicable
Schedule of charges ) (for the publication of information)	See below

<b><u>Class 6 – Lists and Registers</u></b> Currently maintained lists and registers only	
<b>Any publicly available register or list</b> (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable
<b>Assets Register</b>	Hard copy Electronic copy Website
<b>Disclosure log</b> (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not applicable
<b>Register of members’ interests</b>	Hard copy
<b>Register of gifts and hospitality</b>	Not applicable
<b><u>Class 7 – The services we offer</u></b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
<b>Allotments</b>	Not applicable
<b>Burial grounds and closed churchyards</b>	Not applicable
<b>Community centres and village halls</b>	Not applicable
<b>Parks, playing fields and recreational facilities</b> Recreation field, Vicarage Lane – annual report to Council	Hard copy Electronic copy
<b>Seating, litter bins, clocks, memorials and lighting</b>	?
<b>Bus shelters</b>	Not applicable
<b>Markets</b>	Not applicable
<b>Public conveniences</b>	Not applicable
<b>Agency agreements</b>	Not applicable
<b>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</b> Horsewash Land - rental	Apply to Clerk
<b><u>Additional Information</u></b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above None	

**Contact details:****Sarah O’Callaghan****Clerk to East Farleigh Parish Council**

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Where items are not freely available on the website/in electronic form or on the noticeboards, a charge will be made for copies as below. A minimum charge of £2 will be made for any request to cover photocopying, Clerk’s time and postage/packing.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white) Max size A4	Actual cost
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class