



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

Information to be published	How the information can be obtained
<u>Class1 - Who we are and what we do</u> (Organisational information, structures, locations and contacts)	
Who's who on the Council Full Council, Planning Committee, Fete Working Party and Communication Working Party.	Hard copy Electronic copy Website Noticeboards
Contact details for Parish Clerk and Council members	Hard copy Electronic copy Website Noticeboards
Location of main Council office and accessibility details	Hard copy Electronic copy Website Noticeboards
Staffing structure The Clerk and the Car Park Attendant are the only paid members of staff	Not applicable
<u>Class 2 – What we spend and how we spend it</u> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Annual return form and report by auditor	Hard copy Electronic copy Website Noticeboards for allocated time

Finalised budget Following agreement at full Council meeting	Hard copy Electronic copy Website
Precept Following agreement at full Council meeting – included in budget	Hard copy Electronic copy Website
Borrowing Approval Letter Loan for Car Park Loan for traffic calming measures	Hardcopy Electronic copy Website
Financial Standing Orders and Regulations	Hard copy Electronic copy Website
Grants given and received	Hard copy Electronic copy Website
List of current contracts awarded and value of contract	Hardcopy
Members' allowances and expenses Members allowances not received Travel and general expenses	Hard copy
<u>Class 3 – What our priorities are and how we are doing</u> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan Village Plan 2009	Hard copy Electronic copy Website
DHA Bridge Feasibility Study May 2017	Hard Copy Electronic Copy Website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Electronic copy Website
Quality status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable
<u>Class 4 – How we make decisions</u> (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Electronic copy Website

Agendas of meetings (as above)	Hard copy Electronic copy Website Noticeboards (current only)
Minutes of meetings (once approved) (as above) NB this will exclude information that is properly regarded as private to the meeting.	Hard copy Electronic copy Website
Reports presented to council meetings NB this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Not generally applicable as KALC respond on our behalf. Otherwise hard copy or electronic copy.
Responses to planning applications	Hard copy Electronic copy
Bye-laws	Not applicable
<u>Class 5 – Our policies and procedures</u> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of council business: Procedural standing orders Planning Committee terms of reference Fate Working Party Constitution Code of Conduct Protocol on filming/recording of meetings Privacy Policy	Hard copy Electronic copy Website Hard copy Electronic copy Website Hard copy Electronic copy Website Hard copy Electronic copy Website Hard copy Electronic copy Website Hard copy Electronic copy Website

Policies and procedures for the provision of services and about the employment of staff: Health and safety policy	Hard copy Electronic copy Website
Complaints procedures	Hard copy Electronic copy Website
Advertising Signage Policy	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
<u>Class 6 – Lists and Registers</u>	
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)	Not applicable
Assets Register	Hard copy Electronic copy Website
Register of members' interests	Hard Copy Electronic Copy Website
Register of gifts and hospitality	Hard copy Electronic copy
<u>Class 7 – The services we offer</u> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Allotments	Not applicable
Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities Recreation field, Vicarage Lane – annual report to Council	Hard copy Electronic copy Website
Seating, litter bins, clocks, memorials and lighting	Not applicable
Bus shelters	Not applicable

Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) Horsewash Land - rental	Apply to Clerk
<u>Additional Information</u> 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
9 Court lodge Cottages
Lower Road
East Farleigh
MAIDSTONE ME15 0JL
Tel: (01622) 726842
Email: eastfarleighpc@googlemail.com

SCHEDULE OF CHARGES

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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	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 nd class