

## Freedom of Information Act

### Information available from Benenden 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>		
Who's who on the Council and its Committees	Notice boards at BVH, St Georges, I/G Pavilion and the Benenden Village website: <a href="http://www.benendenvillage.org.uk">www.benendenvillage.org.uk</a>	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Ditto	
Location of main Council office and accessibility details	Ditto	
Staffing structure	Ditto	
<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>		
Annual return form and report by auditor	Notice board at BVH as part of the annual audit process, or apply to the Clerk to P.C	

Finalised budget	Apply to the Clerk	
Precept	Ditto	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Ditto	
Grants given and received	Ditto	
List of current contracts awarded and value of contract	Ditto	
Members' allowances and expenses	Ditto	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Apply to the Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Ditto	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Ditto	
<b>Class 4 – How we make decisions</b> (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)	Notice board at BVH, St Georges, I/G Pavilion and the Benenden Village website: <a href="http://www.benendenvillage.org.uk">www.benendenvillage.org.uk</a>	

Agendas of meetings (as above)	Notice board at BVH, St Georges, I/G Pavilion and the Benenden Village website: <a href="http://www.benendenvillage.org.uk">www.benendenvillage.org.uk</a>	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Benenden Village website or the Clerk	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Apply to the Clerk	
Responses to consultation papers	Apply to the Clerk	
Responses to planning applications	See BVH Noticeboard and Minutes of meetings	
Bye-laws	Apply to the Clerk	
<b>Class 5 – Our policies and procedures</b> (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 Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Apply to the Clerk Apply to the Clerk Apply to the Clerk Apply to the Clerk Apply to the Clerk	

<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  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)</p>	<p>Apply to the Clerk  Apply to the Clerk  Apply to the Clerk  Apply to the Clerk  Apply to the Clerk  Apply to the Clerk</p>	
Information security policy	Apply to the Clerk	
Records management policies (records retention, destruction and archive)	Apply to the Clerk	
Data protection policies	Apply to the Clerk	
Schedule of charges (for the publication of information)	Apply to the Clerk	
<b>Class 6 – Lists and Registers</b>		
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)	Apply to the Clerk	
Assets Register	Apply to the Clerk	
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)	Not held	
Register of members' interests	TWBC Monitoring Officer	
Register of gifts and hospitality	Apply to the Clerk	
<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)		

Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Apply to the Clerk	
Parks, playing fields and recreational facilities	Apply to the Clerk	
Seating, litter bins, clocks, memorials and lighting	Apply to the Clerk	
Bus shelters	Apply to the Clerk	
Markets	N/A	
Public conveniences	Apply to the Clerk	
Agency agreements	Apply to the Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Harmsworth Memorial Trust – Minutes, Accounts, Data	Apply to the Clerk	

**Contact details:**

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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 40p per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)