

# FREEDOM OF INFORMATION ACT

## Information available from Lamberhurst 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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Noticeboard at High Street & on Parish Council page Lamberhurst Village Website:- <a href="http://www.lamberhurstvillage.co.uk">www.lamberhurstvillage.co.uk</a>	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Clerk <a href="mailto:parishclerk@lamberhurstvillage.co.uk">parishclerk@lamberhurstvillage.co.uk</a>	
Location of main Council office and accessibility details	Ditto	
Staffing structure	Parish Clerk	

<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	Village Website Parish Council page & Noticeboard at the High Street as part of the annual audit process or apply to the Clerk to the Parish Council	
Finalised budget	Apply to the Clerk	
Precept	Ditto	
Borrowing Approval letter	Ditto	
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	
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Apply to the Clerk	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Ditto	

Quality status	Ditto	
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	(Hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Noticeboard Website	
Agendas of meetings (as above)	Ditto	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Lamberhurst Website	
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	Ditto	
Responses to planning applications	See minutes of meetings	
Bye-laws	See noticeboards at The Down, Hook Green & Free Heath or 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	(hard copy or website)	

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	<p>Apply to the Clerk  Ditto  Ditto  Ditto  Ditto</p>	
<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  Ditto  Ditto  Ditto  Ditto  Ditto</p>	
Information security policy	Ditto	
Records management policies (records retention, destruction and archive)	Ditto	
Data protection policies	Ditto	
Schedule of charges (for the publication of information)	Ditto	
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website;  some information may  only be available by  inspection)</p>	

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	(hard copy or website; some information may only be available by inspection)	
Allotments	Apply to the Clerk	
Burial grounds and closed churchyards	Ditto	
Community centres and village halls	Ditto	
Parks, playing fields and recreational facilities	Ditto	
Seating, litter bins, clocks, memorials and lighting	Ditto	
Bus shelters	Ditto	
Markets	None held	
Public conveniences	Apply to the Clerk	
Agency agreements	Ditto	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Ditto	
<b>Additional Information</b>	Registered Common Land The Down, Hook Green,	

This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Free Heath, Yew Tree Green & Village Green	

**Contact details: Lamberhurst Parish Clerk email [parishclerk@lamberhurstvillage.co.uk](mailto:parishclerk@lamberhurstvillage.co.uk)**

### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ ..p 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)
<b>Other</b>		

\* the actual cost incurred by the public authority