

Information available from Goudhurst Parish Council under the model publication scheme - *Reviewed and adopted by Council on 14 February 2022. Minute 341/21. To be reviewed February 2023.*

It is the policy of Goudhurst Parish Council to make access to information about the Council’s activities as easy as possible.

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| Information to be published | How the informationcan be obtained |
| **Class 1 – Who we are and what we do** |  |
| Who’s Who on the Council and its Committees | Hard copy  Website |
| Contact details for the Clerk and Council members | Hard copy  Website  Notice Board  Parish Magazines |
| Location of main Council office and accessibility details | Hard copy and Website |
| Staffing structure  List of Staff | Hard copy  Website |
| **Class 2 – What we spend and how we spend it** |  |
| Annual return form and report by auditor | Hard copy and Website |
| Finalised budget | Hard copy and Website |
| Precept | Hard copy and Website |
| Borrowing Approval letter | Hard copy and electronic copy |
| Financial Standing Orders and Regulations | Hard copy and Website |
| Grants given and received | Hard copy and Website |
| List of current contracts awarded and value of contract | Hard copy and Website |
| Members’ expenses | Hard copy |

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| **Class 3 – What our priorities are and how we are doing** |  |
| Parish Plan | Hard copy and Website |
| Annual Report to Town Meeting | Hard copy and Website |
| Quality status | Not applicable |
| Local charters drawn up in accordance with DCLG guidelines | Not applicable |
| **Class 4 – How we make decisions** |  |
| Timetable of meetings | Hard copy and Website |
| Agendas of meetings | Hard copy and Website |
| Minutes of meetings  Note: this will exclude information that is properly regarded as private to the meeting. | Hard copy and Website |
| Reports presented to council meetings  Note: this will exclude information that is properly regarded as private to the meeting. | Hard copy |
| Responses to consultation papers | Hard copy where available |
| Responses to planning applications | Hard copy  Website – see minutes  TWBC website |
| Bye-laws | Not applicable |
| **Class 5 – Our policies and procedures** |  |
| Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements | Hard copy and Website |

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| 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) | Hard copy |
| Information security policy | Hard copy |
| Records management policies (records retention, destruction and archive) | Hard copy |
| Data protection policies | Hard copy and Website |
| Schedule of charges (for the publication of information) | Not applicable |
| **Class 6 – Lists and Registers** |  |
| Any publicly available register or list | Hard copy |
| Asset Register | Hard copy |
| Disclosure log | Not applicable |
| Register of members’ interests | TWBC Website |
| Register of gifts and hospitality | Hard copy |
| **Class 7 – The services we offer** |  |
| Burial grounds and closed churchyards | Hard copy and Website |
| Parks, playing fields and recreational facilities | Hard copy |
| Seating, litter bins, clocks, memorials and lighting | Hard copy |
| Bus shelters | Hard copy |
| Public conveniences | Hard copy |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard copy and Website |

# Contact details:

Clerk: Claire Reed (Mrs)

The Hop Bine, Risebridge Farm, Goudhurst, TN17 1HA

Tel: 01580 212552 Email: [clerk@goudhurst-pc.gov.uk](mailto:clerk@goudhurst-pc.gov.uk) Website: www.goudhurst-pc.gov.uk

# SCHEDULE OF CHARGES

# There is no charge for submitting Freedom of Information (FOI), Environmental Information Regulation (EIR) or Subject Access Request (SAR) requests. However, in some cases, we may have to charge a fee to cover the costs of providing the information. For example, where there are administrative or photocopying costs or for postage and packaging. These charges are as follows.

1. If officer time to locate, sort, edit or reformat documents exceeds 2 hours, additional hours will be charged at £25 per hour.
2. One copy of any available document (A4) will be supplied free of charge to any resident within the Parish of Goudhurst (postage extra). The emailing of documents held in digital form is free of charge.
3. Multiple copies of any available document (A4) will be supplied to any resident within the Civic Parish of Goudhurst on payment of the actual cost of copying at 10p per sheet and postage (2nd class). The emailing of documents held in digital form is free of charge.
4. Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Goudhurst or to any company or corporate body, on payment of a sum not exceeding £450 for administrative expenses plus the actual cost of copying and postage.

Council has 20 working days to respond to requests for information under the Freedom of Information Act 2000*.* Where a fee is payable, the Clerk will write to inform you of the cost of providing the information and the response period will cease. The 20 working day response period will recommence once payment is received. If the fee is not paid within 3 months, the Council does not have to produce the information. We reserve the right to refuse a request where the estimated cost of processing exceeds £450.