



Information available from Goudhurst Parish Council under the model publication scheme - Reviewed and adopted by Council on 16 May 2023. Minute 341/21. To be reviewed May 2024.

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

Information to be published	How the information can 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

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

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 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.

- (i) If officer time to locate, sort, edit or reformat documents exceeds 2 hours, additional hours will be charged at £25 per hour.
- (ii) 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.
- (iii) 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.
- (iv) 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.