

\Information available from IDEN..... Parish/Community Council under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
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| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) | The Parish Council does not maintain a web site. All information relating to the Parish Council can be found in the link on the web site www.idenvillage.co.uk | |
| Who's who on the Council and its Committees | All this can be seen on the Village Notice Board and on the village web site www.idenvillage.co.uk | NIL |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Clerk 01797 270746 See Village Notice Board and web page for Parish Council | |
| Location of main Council office and accessibility details | See Village web site/Village Notice Board | |
| Staffing structure | We have one Clerk- see Village Notice Board and website | |
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| Class 2 – What we spend and how we spend it (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 | ALL THIS CAN BE OBTAINED FROM THE CLERK AS A HARD COPY | |
| Finalised budget | Ditto | |
| 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 | |
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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan (current and previous year as a minimum) | None prepared(2/09) | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Available from Clerk as hard copy- minutes of AGM | |
| Quality status | n/a | |
| Local charters drawn up in accordance with DCLG guidelines | n/a | |

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| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | Village web site/village notice board/Parish newsletter/Clerk | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Village web site/village notice board/Clerk | |
| 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. | Ditto | |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Clerk as hard copy | |
| Responses to consultation papers | Clerk as hard copy | |
| Responses to planning applications | Rother District Web site/Parish Council minutes/Clerk | |
| Bye-laws | Dog Control Order- Clerk(Hard Copy) | |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only | Clerk- hard copy but only where applicable | |
| Policies and procedures for the conduct of council business: | ALL THIS IS AVAILABLE FROM THE CLERK AS | |

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| Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | HARD COPY WHERE APPLICABLE Ditto Ditto Ditto | |
| Policies and procedures for the provision of services and about the employment of staff: 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) | Clerk is only member of staff- her terms and conditions(contract) can be obtained from her- hard copy Ditto Ditto Ditto Ditto | |
| Information security policy | Where applicable only CLERK(hard copy) | |
| Records management policies (records retention, destruction and archive) | Ditto | |
| Data protection policies | Ditto | |
| Schedule of charges)for the publication of information) | Ditto | |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | Where applicable, all available from Clerk as hard copy | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Ditto | |

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| Assets Register | Ditto | |
| 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) | Ditto | |
| Register of members' interests | Ditto | |
| Register of gifts and hospitality | Ditto | |
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| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | <u>some information may only be available by inspection</u> | |
| Allotments | n/a | |
| Burial grounds and closed churchyards | Clerk as hard copy | |
| Community centres and village halls | See Trustees Village Hall | |
| Parks, playing fields and recreational facilities | Clerk as hard copy | |
| Seating, litter bins, clocks, memorials and lighting | Ditto | |
| Bus shelters | Ditto | |
| Markets | n/a | |
| Public conveniences | n/a | |
| Agency agreements | n/a | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Clerk | |
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| Additional Information Child Protection Policy and Play Area(Iden Park)- Risk assessments | Clerk | |

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Contact details:

**Mrs Margaret Moule
Clerk to Iden Parish Council
Rush Green Cottage
Ebony Lane
Wittersham
Kent TN30 7HJ
01797 270746**

**OR
Any Parish Councillor**

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 |
|--------------------------|--|--|
| Disbursement cost | Photocopying @3 .p per sheet (black & white) | Actual cost * |
| | Photocopying @ 7..p per sheet (colour) | Actual cost |
| | | |
| | Postage | Actual cost of Royal Mail standard 2 nd class |
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| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |
| | | |
| Other | | |
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* the actual cost incurred by the public authority