

## HOO ST WERBURGH AND CHATTENDEN PARISH COUNCIL PUBLICATION SCHEME



### FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

Hoo Saint Werburgh and Chattenden Parish Council, like all other public authorities, is subject to the Freedom of Information Act 2000 ("the Act"). The Act aims to make information held by public authorities more accessible to the public and allows individuals and companies to request a wide variety of material. This document is based on the Model Publication Scheme for Parish/Community Councils as approved by the Information Commissioner.

Many of the items covered by the Scheme are regularly published on the notice boards and on the website. The terms under which other items of information may be viewed were reviewed by the Parish Council and are set out below. The categories of information covered by the Scheme, and the terms pertaining to each, are listed in the schedule below.

#### TERMS UNDER WHICH ITEMS ARE AVAILABLE

1. Items will be available for inspection only to Hoo Saint Werburgh and Chattenden Parishioners unless the Parish Council agrees that an exception should be made.
2. Where items are not freely available on the notice boards or the website, a copy may be requested in writing giving two week's notice from the Clerk and a charge of 20p per sheet with a minimum charge of £2.00 will be made to cover the cost of the photocopying, the Clerk's time in dealing with the request, and the postage and packing (by Royal Mail Standard Second Class Delivery). The charge is to ensure that ratepayers do not have to pay collectively for the added legal requirement but so that it shall fall on the individuals who exercise the right. It is also intended to act as a deterrent to frivolous or mischievous requests.
3. If your preference is to inspect the records containing the information, written application should be made at two week's notice to the Clerk for an appointment for viewing at a suitably convenient location e.g. Village Hall. A reasonable time will be allowed for viewing and the taking of notes. A charge will be made not exceeding £10 plus the hire of the Hall for the period required.
4. Information will not be made available where it is readily available elsewhere e.g. at the Medway Council's Offices under existing arrangements.
5. These arrangements will be reviewed annually.

#### CATEGORIES OF INFORMATION COVERED BY THE PUBLICATION SCHEME AND HOW THEY WILL BE MADE AVAILABLE

CLASS 1 – Who We Are and What We Do - Current Information Only  
(Organisation information, structures, locations and contacts)

- 1.1 Who's Who on the Council and its Committees  
Published on the website, on notice boards and in the Village News
- 1.2 Contact Details for Parish Clerk and Council Members  
Published on the website, on notice boards and in the Village News

- 1.3 Location of Main Council Office and accessibility details  
Published on the website, on notice boards and in the Village News
- 1.4 Staffing Structure  
Available by written request to the Clerk

#### CLASS 2 – What We Spend and How We Spend It - Current and Previous Financial Year Only

(Financial Information relating to projected and actual income and expenditure, Procurement, contracts and financial audit)

- 2.1 Annual Return Form and Report by Auditor  
Available by written request to the Clerk
- 2.2 Finalised Budget  
Available by written request to the Clerk
- 2.3 Precept  
Available by written request to the Clerk
- 2.4 Financial Regulations  
Available by written request to the Clerk
- 2.5 Grants Received and Given  
Available by written request to the Clerk
- 2.6 List of current contracts awarded and value of contracts  
Available by written request to the Clerk
- 2.7 Members Allowances and Expenses  
Available by written request to the Clerk

#### CLASS 3 – What our Priorities Are and How We Are Doing

(Strategies and plans, performance indicators, audits, inspections & reviews)

- 3.1 Annual Report to Parish Meeting (current and previous year only)  
Available by written request to the Clerk

#### CLASS 4 - How We Make Decisions – Current and previous year only

(Decision making processes and records of decisions)

- 4.1 Timetable of Council Meetings including Committees  
Published on the website and available from the Parish Clerk.
- 4.2 Agendas of Meetings including Committees  
Published on the website and on notice boards
- 4.3 Minutes of Meetings including Committees (will exclude information that is properly regarded as private to the meeting)  
Published on website and from the Parish Clerk
- 4.4 Reports presented to Council meetings (will exclude information that is properly regarded as private to the meeting)  
Available by written request to the Clerk
- 4.5 Responses to consultation papers  
Available by written request to the Clerk
- 4.6 Responses to planning applications  
Available by written request to the Clerk

#### CLASS 5 – Our Policies and Procedures – Current Information Only

(Current written protocols, policies and procedures for delivery our services and responsibilities)

The following information is available by written request to the Clerk

- 5.1 Procedural Standing Orders

- 5.2 Committee and Sub-Committee Terms of Reference
- 5.3 Delegated Authority in Respect of Officers
- 5.4 Code of Conduct
- 5.5 Policy Statements
- 5.6 Complaints Procedures (including those covering requests for information and operating the publication scheme)

CLASS 6 – Lists and Registers – Current maintained lists and registers only

The following information is available by written request to the Clerk

- 6.1 Any publicly available register or list
- 6.2 Assets Register
- 6.3 Register of Members' Interests
- 6.4 Register of Gifts and hospitality

CLASS 7 – The Services We Offer – Current Information Only

(Information about the services we offer, including leaflets and newsletters)

Information on the following is available by written request to the Clerk

- 7.1 Playing Fields and Recreational Facilities
- 7.2 Seating and litter bins
- 7.3 Bus Shelters
- 7.4 Allotments