

**SELLINDGE PARISH COUNCIL
FREEDON OF INFORMATION ACT 2000
PUBLICATION SCHEME**

- Policy prepared by: Linda Hedley
- Approved by Council on: 8th March 2022
- Policy became operational on:
- Next review date: March 2024, or sooner if required

Contact. The Clerk, Linda Hedley, Parish Council Office, Main Road, Sellindge, TN25 6JY. Or Phone 01303 813271 to request paper copies.

Information to be published	How the information can be obtained	Cost
Class 1 Who we are and what we do	Organizational information, structures, locations & contacts	
1. Who's who on the council? 2. Council structure. 3. Contact details of council members	List –on Website; a list can be requested by contacting the Clerk at the PC office.	Website Free Paper copy see schedule below
Contact details of Clerk	On Notice board, website & newsletter	Free
Staffing Structure	On Website Paper copy	Website Free Paper copy see schedule below
Class 2 – What we spend and How we spend it	Financial information relating to projected & actual receipts & payments. Contracts for procurement. Current year audit and previous year	
Members' allowances & expenses.	Councillors only claim expenses for travel to meetings	Paper see schedule of charges

	outside of the parish. These expenses are agreed prior to the meeting being attended. Also reimburse for any costs relating Council work Sellindge PC does not pay its Members any allowances.	below
Grants received & given	On the website	As above
Annual return & reports	On the website	As above
Requested precept	On the website	As above
Financial Regulations	On the website	As above

Class 3 – What are our priorities & how we are doing	Strategies, plans and performance indicators, audits & inspections.	
Parish Plan	Not applicable	Free on website Paper see schedule of charges below.
Annual Report	Under development	As above

Class 4 – How we make decisions.	The process and records of decisions. Current and previous year.	
Timetable of meetings	Current year on notice boards & website.	Free
Agendas of meetings	On notice board before each meeting, On the website Paper copy available at meetings.	Free
Minutes of meetings (<i>this will exclude any matter deemed private & confidential</i>)	On website & paper copy.	Free Website. Paper see schedule of charges below
Responses to Planning applications	As listed in minutes each month	On the website

Class 5 – Policies & procedures.	Written protocols, policies & procedures.	
1. Procedural standing orders 2. Committee Terms of Reference. 3. Delegated authority in respect of the Clerk.	Adopted 2019, being update this year On website and paper copy	}On website free. } }Paper copy see schedule }of charges below

4. Code of Conduct		}
Complaints Procedure	Policy agreed in 201	As above
Grievance Procedures	Under development	As above

Class 6 – Lists & Registers	Those currently maintained (under development)	
Asset register	Under development, but Inspection only,	Charged for time of Clerk.*
Members interests	Under development, Via Folkestone & Hythe Website	Free

Class 7 – Services we offer.	Items and services, we provide or maintain.	
Allotments	Not applicable	
Burial Grounds & closed churchyards	On application to the Clerk	
Community Centres & Village Halls	Not applicable	
Seating, litter & dog bins, clocks memorials and lighting	On application to the Clerk.	Charged for time of Clerk*
Bus shelters.	Under development	
Markets	Not applicable	
Public conveniences	Not applicable.	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee together with those fees.	Not applicable	

Additional information	This will provide the PC with the opportunity to publish information that is not included in the lists above.	
None at this time		

Schedule of charges	Charges are made to recover the costs of providing photocopies & staff costs.	
FOI Requests	Actual cost of Clerks time. Minimum fee £15.00	

Data Access Requests	Minimum fee of £10.00, but more if there are a lot of documents to locate.	Plus photocopying of documents – see below
Description	Photocopying (black & white) A4 sheet, 10p per sheet.	Cost of paper & ink + staff time
	Photocopying (Colour) A4 sheet, 15p per sheet	Cost of paper & ink + staff time
	Photocopying A3 sheets black & white or colour. 25p per sheet	Dependant on actual cost + staff time.*
	Postage	At current rates of Royal Mail.
Other	* Minimum cost of staff 1 hour.	At current hourly rate.