

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

At the Parish Council meeting in 2007 it was agreed that the PC would adopt the Freedom of Information Act 2000 as required at that time.

In December 2008 councils were informed of the review of the Model Publication Scheme. The Publication Scheme was adopted without alteration – as required under that Act – at a meeting held in 2009.

However, over time documents and Policies are updated, therefore while these may change or are updated no changes to this document is required, the newest versions of any policy or procedure will be available on the website. This document will only require updating if there are any changes to the FOI Act 2000

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

Information to be published	How the information can be obtained	Cost
Class 1 Who we are and what we do	Organisational 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 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 Minutes contain monthly payments agreed and made	All on the website if applicable
Members' allowances & expenses.	Councillors do not claim allowances. Councillors can claim for expenses for attending meetings, if they so desire.	Paper see schedule of charges below
Grants received & given	On the website, within the minutes	

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Annual return & reports	On the website under development	
Requested precept	On the website	
Financial Regulations	Under development	

Class 3 – What are our priorities & how we are doing	Strategies, plans and performance indicators, audits & inspections.	
Parish Plan	Website, with up to date information, not yet completed	See website
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, and on website Copies available at meetings.	Free
Minutes of meetings (<i>this will exclude any matter deemed private & confidential</i>)	On website & paper copy.	Free Website. 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.	
Standing Orders Committee Terms of Reference. Delegated authority of the Clerk. Code of Conduct for Councillors Data Protection Grant Application form Social media Finance Regulations (being updated) Investment Policy Public Participation at Meetings Risk Assessment	All policies as listed are on the website	On the website free. See charges below for requesting a paper copy.
Complaints Procedure	Policy agreed in 2026	As above

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Complaints Form		
Grievance Procedures	Under development	As above

Class 6 – Lists & Registers	Those currently maintained (under development)	
Asset register	Held on file in the office, but Inspection only,	Charged for time of Clerk.*
Members interests	Via Folkestone & Hythe DC website, can be viewed in the Parish Council office.	Charged for time of Clerk*.

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

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 Clerk's time.	Minimum fee £15.00 Plus photocopying of documents – see below
Data Access Requests	Actual Cost of Clerk's time	Minimum fee £15.00 Plus photocopying of documents –

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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.	Dependent on actual staff time
	Postage	At current rates of Royal Mail.
Other	* Minimum staff charge: 1 hour.	At current hourly rate.
