

Freedom of Information Act Publication Scheme

Information available from Elham Parish Council under the model publication scheme.

Information to be published		
Class 1. Who are we and what we do? (Organisational information, structures, locations and contacts)	How the information can be obtained	Cost
Who's who on the Council	On the Parish website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Contact details for Parish Clerk and Council	On the Parish website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Location of main Council office and accessibility details	On the Parish website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Staffing structure	Application to the Clerk	Hard copy see schedule below.
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)	How the information can be obtained	Cost
Annual return form and report by auditor	On website / in notice board (for allocated period of time)/ application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Finalised budget (following agreement at Full Council meeting)	On website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Requested Precept	Application to the Clerk.	Electronic copy free/hard copy see schedule below.
Standing Orders and Financial Regulations	On website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.

Grants given and received	On website / application to the Clerk.	On website / electronic copy free/hard copy see schedule below.
List of current contracts awarded and value of contract	Application to the Clerk.	Paper copy see schedule below.
Members' allowances and expenses	Councillors only claim expenses for carrying out work or attending meetings as agreed at Council Meetings. Elham Parish Council does not pay its members any allowance.	Paper copy see schedule below.
Class 3 – What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews).	How the information can be obtained	Cost
Class 4 – How we make decisions. (Decision making processes and records of decisions)	How the information can be obtained	Cost
Timetable of meetings	In noticeboard / website and application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Agendas of meetings	In noticeboard / website and paper copy available at meetings.	Website & electronic copy free/hard copy see schedule below.
Minutes of meetings (<i>this will exclude any matter deemed private & confidential</i>)	In noticeboard / website and application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Responses to Planning applications. (As listed in minutes each month)	In noticeboard / website and application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) <i>Current information only</i>	How the information can be obtained	Cost
Committee Terms of Reference	On website / application to the Clerk.	Website & electronic copy

		free/hard copy see schedule below.
Delegated authority in respect of the Clerk.	On website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Code of Conduct	On website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Complaints Procedure	On website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
GDPR and Data Protection	On website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Grievance Procedures	On website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Grant Award Policy	On website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Procurement Policy	On website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Public Participation	On website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Burial Ground Regulations	On website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Class 6 – Lists and Registers.	How the information can be obtained	Cost
Currently maintained lists and registers only		
Asset Register	Application to the Clerk.	Electronic copy free/hard copy see schedule below.
Members interests	Link on website or application to Folkestone and Hythe District Council Monitoring Officer.	Website copy free/hard copy see schedule below.
Burial / grave register	On inspection in person / application to the Clerk	Charged for time of Clerk see schedule below.

	subject to correct paperwork being produced as evidence.	
Class 7 – The services we offer. (Information about the items and services we offer or maintain)	How the information can be obtained	Cost
Current information only		
Burial Ground and Closed churchyards	On application to the Clerk.	Charged for time of Clerk. *
Seating, litter bins, signs, notice boards	On application to the Clerk.	Charged for time of Clerk. *
Bus Shelter	On application to the Clerk.	Charged for time of Clerk. *
Parks, playing fields and recreational facilities	On application to the Clerk.	Charged for time of Clerk. *
Defibrillator	On application to the Clerk.	Charged for time of Clerk. *
Speed Indicator Display	On application to the Clerk.	Charged for time of Clerk. *
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	On website / application to the Clerk.	Electronic copy free / paper copy see schedule below.

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	How the information can be obtained	Cost
None at this time.		

Schedule of charges		
Description /disbursement costs		
	Photocopying (black and white) A4 sheet	10 pence per sheet.
	Photocopying (colour) A4 sheet	12 pence per sheet.
	Photocopying (black and white) A3 sheet	20 pence per sheet.
	Photocopying (colour) A3 sheet	24 pence per sheet.

	Scanning existing material, formatting and saving digitally (maximum A4 size)	25 pence per sheet.
	Reproduction of existing material that cannot be done in the Parish Office.	To be quoted on a case by-case basis depending on the exact requirements, the location of the copying facility to be used and the staff time/travelling expenses/postage costs involved
	Staff time to find, sort, edit or reformat material	£25.00 / hour *
	E-mailing of existing material held in a digital form.	Free of charge (subject to Internet Service Provider size limits)
	Postage	At cost.

*Minimum cost of staff 1 hour.

On receipt of your request the Clerk will write to advise you of the cost of providing the information. The 20-day period will restart from the day the Clerk receives your payment.

Contact

Clerk to Elham Parish Council,
email: clerk@elhampc.co.uk

Adopted 8th July 2019 Minute 132/19
Reviewed 6th February 2023 Minutes 23.23 (2)
 4th March 2024 (51.24 (1))
 3rd March 2025 (36.25 (1))
To be reviewed March 26