



Freedom of Information Act Publication Scheme

Adopted	8 th July 2019 Minute 132/19
Reviewed	6 th February 2023 Minutes 23.23 (2)
To be reviewed	February 2024

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 and Committees	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	Currently under development - 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 Parish 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 Parish 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.

Financial Standing Orders and Regulations	On Parish website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Grants given and received	Application to the Clerk.	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
Parish Plan (previous year as a minimum)	Previous apply to Clerk	Paper copy see schedule below.
Class 4 – How we make decisions. (Decision making processes and records of decisions) Current and previous council year as a minimum	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
Procedural Standing Orders	On website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Financial Regulations	On website / application to the Clerk.	Website & electronic copy free/hard copy see schedule below.

Committee Terms of Reference	Application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Delegated authority in respect of the Clerk.	Application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Code of Conduct	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.
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	Application to the Clerk.	Website & electronic copy free/hard copy see schedule below.
Social Media Policy	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 subject to correct paperwork being produced as evidence.	Charged for time of Clerk.
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		
Allotments	On application to the Clerk.	Charged for time of Clerk. *
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 Parish Clerk will write to advise you of the cost of providing the information. The 20-day period will restart from the day the Parish Clerk receives your payment.

Contact

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