

## Information available from Staplehurst Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            Current information only</p>	<p>Paper or electronic copy is available from the Parish Office and displayed on the PC's website <a href="http://www.staplehurst-pc.uk">www.staplehurst-pc.uk</a>.            Published in Village Updates and Annual Reports and delivered to every home in the parish. Published on PC's website.</p>
<p>Who's who on the Council, Planning Committee and working groups</p>	<p>Available as above.</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Available as above.</p>
<p>Location of main Council office and accessibility details</p>	<p>Available as above. No disabled access but alternative venues offered.</p>
<p>Staffing structure</p>	<p>Available as above.</p>
<p><b>Class 2 – What we spend and how we spend it</b>            (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit). Current and previous financial year as a minimum.</p>	<p>Available on request from Parish Office. Also published in annual report and on PC website. Information published: statement of accounts (Income and expenditure and balance sheet), budget, summation (expenditure against budget), payments made (published in council minutes and as a quarterly schedule)</p>
<p>Annual return form and report by auditor</p>	<p>Copies available from the Parish Office and displayed publicly. Published on website.</p>
<p>Finalised budget</p>	<p>Published on website. Paper copy available on request.</p>
<p>Precept</p>	<p>Minuted and published in paper and digital formats.</p>

<b>Information to be published</b>	<b>How the information can be obtained</b>
Borrowing Approval letter	None at present.
Standing Orders and Financial Regulations	Paper copies available; also downloadable from website
Grants given and received	Minuted and published in paper and digital formats. Grants received are listed in statement of accounts.
List of current contracts awarded and value of contract	Each contract awarded is minuted; minutes are published in paper and digital formats.
Members' allowances and expenses	Allowances are not awarded. Expenses policy is published on website. Paper copy available on request. Expenses paid are minuted; minutes are published in paper and digital formats.
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	
Parish Plan (current and previous year as a minimum)	Neighbourhood Plan is published on PC and MBC websites. Reference copies are held in Parish Office and Staplehurst Library. Hard copy is available on application.
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Annual Report published and distributed to every home in May-June. Additional copies available from the Parish Office and published on website. Annual Parish Meeting Minutes available in paper and digital format and on website.
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A

<b>Information to be published</b>	<b>How the information can be obtained</b>
<p><b>Class 4 – How we make decisions</b>            (Decision making processes and records of decisions)            Current and previous council year as a minimum</p>	<p>Decisions are made at publicly advertised meetings open to the public and press; minutes are published and available on website.</p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>List available in paper or digital formats and on website.</p>
<p>Agendas of meetings (as above)</p>	<p>Available in paper and digital format and published on website and the Parish Council noticeboard</p>
<p>Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.</p>	<p>Available in paper or digital format and added to Website and the Parish Council noticeboard</p>
<p>Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.</p>	<p>Published in agenda papers and sent to meeting attendees; published on website.</p>
<p>Responses to consultation papers</p>	<p>Published on website or available on request where applicable.</p>
<p>Responses to planning applications</p>	<p>Recorded in minutes in paper and digital format. Minutes published on website and the Parish Council noticeboard. Responses published on local authority planning portal.</p>
<p>Bye-laws</p>	<p>Copies available from the Parish Office. Published on website.</p>
<p><b>Class 5 – Our policies and procedures</b>            (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	
<p>Policies and procedures for the conduct of council business:             Procedural standing orders</p>	<p>All available documents are published on PC's website. Digital and paper copies are also available from the Parish Office on request.</p>

<b>Information to be published</b>	<b>How the information can be obtained</b>
Committee, working group and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	All available documents are published on PC's website. Digital and paper copies are also available from the Parish Office on request.
Information security policy	Published on PC website (GDPR policy section)
Records management policies (records retention, destruction and archive)	Published on PC website (GDPR policy section)
Data protection policies	Published on PC website (GDPR policy section)
Schedule of charges (for the publication of information)	See below.
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Village Groups Contact List published in hard copy and on PC's website.
Assets Register	Paper or digital copy from Parish Office available on request.
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A

<b>Information to be published</b>	<b>How the information can be obtained</b>
Register of members' interests	Published on MBC website accessed via link from PC website.
Register of gifts and hospitality	Paper or digital copy on request to Parish Office where applicable.
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only	
Allotments	N/A
Burial grounds and closed churchyards	N/A, but open churchyard funding agreement published on website.
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Published on PC website. Available from Parish Office on request.
Seating, litter bins, clocks, memorials and lighting	Published on PC website. Available from Parish Office on request.
Bus shelters	Published on PC website. Available from Parish Office on request.
Markets	N/A
Public conveniences	Published on PC website. Available from Parish Office on request.
Agency agreements	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None.
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Information to be published	How the information can be obtained
Salt bins, Play Scheme, notice boards, CCTV, nature reserve, planters.	Published on PC website. Available from Parish Office on request.

**Contact details: Miss Alison Smith, Parish Clerk  
Parish Office, Staplehurst Village Centre  
High Street  
Staplehurst  
TONBRIDGE, Kent  
TN12 0BJ**

**Tel: 01580 891761    Public Opening Hours: 09.00-13.00 Monday to Thursday**

**E-mail: [clerk@staplehurst-pc.uk](mailto:clerk@staplehurst-pc.uk)**

**Website: [www.staplehurst-pc.uk](http://www.staplehurst-pc.uk)**

#### SCHEDULE OF CHARGES

- Photocopying or printing of existing material in the Parish Office (A4 size) – 5p per sheet
- Annual Governance & Accountability Return – as stated in the public notice of conclusion of audit
- Scanning existing material, formatting and saving digitally in the Parish Office (maximum A4 size) – on application
- Reproduction of existing material that cannot be done in the Parish Office – quoted on a case-by-case basis depending on exact requirements, the location of the copying facility to be used and the staff time/travelling expenses/postage costs involved. Staff time charged at £25.00 per hour
- Postage (Royal Mail) – at cost
- e-mailing of existing material held in a digital form – free of charge (subject to Internet Service Provider size limits)
- Special requirements not listed above (including any additional use of staff time) – on application.