

## Information available from St Mary Hoo Parish/Community Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website, hard copy, e-mail	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, hard copy, e-mail	
Location of main Council office and accessibility details	Website, hard copy, e-mail	
Staffing structure	Hard copy, e-mail	
<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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy, e-mail	

Finalised budget	Hard copy, e-mail	
Precept	Website (in minutes)	
Borrowing Approval letter	Hard copy, e-mail	
Financial Standing Orders and Regulations	Hard copy, e-mail	
Grants given and received	Website (in minutes)	
List of current contracts awarded and value of contract	Hard copy, e-mail	
Members' allowances and expenses	Hard copy, e-mail	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy, e-mail	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website, hard copy, e-mail	
Quality status	Hard copy, e-mail	
Local charters drawn up in accordance with DCLG guidelines	Hard copy, e-mail	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy, e-mail	
Agendas of meetings (as above)	Website, hard copy, e-mail	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website, hard copy, e-mail	

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy, e-mail	
Responses to consultation papers	Hard copy, e-mail	
Responses to planning applications	Website (in minutes)	
Bye-laws	Hard copy, e-mail	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy, e-mail Hard copy, e-mail Hard copy, e-mail Hard copy, e-mail Hard copy, e-mail	
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	Hard copy, e-mail Hard copy, e-mail Hard copy, e-mail Hard copy, e-mail Hard copy, e-mail	

Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy, e-mail	
Information security policy	Hard copy, e-mail	
Records management policies (records retention, destruction and archive)	Hard copy, e-mail	
Data protection policies	Hard copy, e-mail	
Schedule of charges )for the publication of information)	Website, hard copy, e-mail	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	
Assets Register	Hard copy	
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)	Hard copy	
Register of members' interests	Hard copy	
Register of gifts and hospitality	Hard copy	
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	

Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Hard copy	
Seating, litter bins, clocks, memorials and lighting	Hard copy	
Bus shelters	Hard copy	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Hard copy	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Parish Clerk:**

Mrs Roxana Brammer  
53 Capelands, New Ash Green, Longfield, Kent DA3 8LQ  
01474 871269 (by arrangement with High Halstow PC)  
clerk@stmaryhoo-pc.gov.uk

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

CUURENTLY NO CHARGES ARE MADE

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority