



Guide to the Model Publication Scheme

The Information Commissioner's Office requires that a guide to using the Model Publication Scheme is provided that gives the following information:

1. Whether some or all of the information is available on-line / free of charge / if there is a website

Most of the information is available on-line and is therefore free of charge to either view or download/print. The Parish Council will make a small charge to cover the costs of photocopying if this is required of them. Please see the publication scheme for the charges set.

2. How to access the information / if it is impractical for some information to be available on the website / if the person needs to access by some other means

Most information is available on-line. If access via computer etc is not possible application can be made via the Parish Clerk for guidance and assistance. Some information is available in hard copy only, (see Model Publication Scheme for guidance or contact the Parish Clerk). Hard copies are available for a small charge as set down in the Scheme. You can contact the Parish Clerk by phone (01304 366077) or by email sholdenparishcouncil@live.co.uk or by writing to The Parish Clerk, Sholden Parish Council, Town Hall, Deal, Kent, CT14 6TR

3. Staff Contact Details for arrangement to access the information to be viewed in person

Sholden Parish Council do not have an office. In order to view information please contact the Parish Clerk by phone (01304 366077) or by email sholdenparishcouncil@live.co.uk or by writing to The Parish Clerk, Sholden Parish Council, Town Hall, Deal, Kent, CT14 6TR. Arrangements can be made to meet in an appropriate location which will be convenient to all parties.

4. Availability of information by 'other' means or formats because of a person's disability for example

No provision has yet been made to accommodate these circumstances however if and when the need arises Sholden Parish Council will arrange to fulfill its obligations in an appropriate and timely manner

5. Availability in language held or such other language which is required by the Equality Act 2010

No provision has yet been made to accommodate these circumstances however if and when the need arises Sholden Parish Council will arrange to fulfill its obligations in an appropriate and timely manner

6. Charges of disbursement

As per the Scheme. Charges will be kept to a minimum to cover costs of copying / postage / travel if necessary in unusual circumstances / time of the clerk in order to retrieve information. Charges will be dependent on the type of information sought. It should be possible to ascertain an idea of the extent of the charges from an inquiry.

7. When the payment is due, either before or after

The payment is due before the research is carried out

Please remember that Sholden is a small parish council and every effort will be made to fulfill any requests for information in the format required.

For any further information and guidance please contact the Parish Clerk by either:

Telephone - 01304 366077

Email - sholdenparishcouncil@live.co.uk

Write to - Sholden Parish Council, Town Hall, High Street, Deal, Kent, CT14 6TR

The majority of information available is listed in the Model Publication Scheme which can be found on the parish council website:

www.sholdenpc.kentparishes.gov.uk