

Information available from SHOLDEN Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	<i>Hard copy or Sholden Parish Council website</i>	<i>See schedule for copying charges</i>
Who's who on the Council and its Committees	<i>Website / Hard Copy</i>	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<i>Website / Hard Copy</i>	
Location of main Council office and accessibility details <i>Sholden Parish Council does not have a main office however meetings with members of the public can be arranged and held at an convenient location agreeable to all concerned. Contact the parish clerk</i>	<i>Website</i>	
Staffing structure <i>The parish clerk is the only member of staff of Sholden Parish Council</i>	<i>Website</i>	
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)	<i>Hard copy or Sholden Parish Council website</i>	
Annual return form and report by auditor	<i>Website / Hard Copy</i>	

Finalised budget	Website / Hard Copy	
Precept	Website / Hard Copy	
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Website / Hard Copy	
Grants given and received	Website / Hard Copy	
List of current contracts awarded and value of contract	Not Applicable	
Members' allowances and expenses	Website / Hard Copy	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy or Sholden Parish Council website	
Parish Plan (current and previous year as a minimum)	Not Applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website / Hard Copy	
Quality status	Not Applicable	
Local charters drawn up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy or Sholden Parish Council website	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / Hard Copy	
Agendas of meetings (as above)	Website / Hard Copy	
Agendas prior to August 2014	Hard Copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website / Hard Copy	

Minutes of meetings prior to September 2013	<i>Hard Copy</i>	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<i>Hard Copy</i>	
Responses to consultation papers	<i>Hard Copy</i>	
Responses to planning applications	<i>Hard Copy</i>	
Bye-laws	<i>Not Applicable</i>	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	<i>Hard copy or Sholden Parish Council website</i>	
Policies and procedures for the conduct of council business:		
Procedural standing orders	<i>Website / Hard Copy</i>	
Committee and sub-committee terms of reference	<i>Not Applicable</i>	
Delegated authority in respect of officers	<i>Website / Hard Copy</i>	
Code of Conduct	<i>Website / Hard Copy</i>	
Policy statements	<i>Website / Hard Copy</i>	
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	<i>Website / Hard Copy</i>	

<p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Policies and procedures will be updated as and when required and will then be listed here and available in hard copy or the Sholden Parish Council website</p>		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
<p>Policies and procedures will be updated as and when required and will then be listed here and available in hard copy or the Sholden Parish Council website</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<i>Hard copy or Sholden Parish Council website</i>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	<i>Hard Copy</i>	
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)	<i>Not Held</i>	
Register of members' interests	<i>Website</i>	
Register of gifts and hospitality	<i>Not Applicable</i>	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	<i>Hard copy or Sholden Parish Council website</i>	
Allotments	<i>Not Applicable</i>	
Burial grounds and closed churchyards	<i>Not Applicable</i>	
Community centres and village halls	<i>Not Applicable</i>	
Parks, playing fields and recreational facilities	<i>Not Applicable</i>	
Seating, litter bins, clocks, memorials and lighting	<i>Website</i>	
Bus shelters	<i>Website</i>	
Markets	<i>Not Applicable</i>	
Public conveniences	<i>Not Applicable</i>	
Agency agreements	<i>Not Applicable</i>	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<i>Not Applicable</i>	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Clerk, Mary Shaw, Town Hall, High Street, Deal, CT14 6TR
Telephone: 01304 366077
Email: shodenparishcouncil@live.co.uk
Website: www.sholdenpc.kentparishes.gov.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage - as current Royal Mail charges	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority