

Adopted 8 January 2013

## Biddenden Parish Council Information Publication Scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members	Website Hard copy	Free 10p per sheet
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
Register of Members Interests	Website	Free
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website Hard copy	Free 10p per sheet
Finalised budget and precept	Website	10p per sheet
Borrowing Approval letter	Available from Clerk	10p per sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 10p per sheet
Grants given and received – information in the Minutes	Available from Clerk	10p per sheet
Current contracts awarded and value of contract	Available from Clerk	10p per sheet
Members' allowances and expenses	Available from Clerk	10p per sheet

## Adopted 8 January 2013

<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan	Website Available from Clerk	Free 10p per sheet
Annual Report to Parish Meeting	Website	Free
<b>Class 4 – How we make decisions</b>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Available from Clerk	10p per sheet
Responses to consultation papers	Available from Clerk	10p per sheet
Responses to planning applications – In the Minutes	Website	Free
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business:		
Standing Orders and Chairmanship Committee and sub-committee terms of reference <ul style="list-style-type: none"> <li>- Finance Committee</li> <li>- Internal Review Committee</li> <li>- Working Groups Policy</li> </ul>	Available from Clerk “ “ “ “ “ “ “ ” ” “ “ “	10p per sheet
Code of Conduct: Please contact the Monitoring Officer, Legal & Democratic Services, Ashford Borough Council, Civic Centre, Tannery Lane, Ashford, Kent, TN23 1PL. Tel: 01233 331111	Available from Monitoring Officer, Ashford Borough Council	

## Adopted 8 January 2013

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Complaints relating to the conduct of members of the Parish Council</p>	<p>Available from Clerk</p> <p>Contact the Monitoring Officer, Ashford Borough Council, 01233 331111</p>	<p>10p per sheet</p>
Information security policy	See Records Management Policy	
Records management policies (records retention, destruction and archive)	Website Hard copy	Free 10p per sheet
Data protection policies	Website Hard copy	Free 10p per sheet
Complaints Procedure	Website Hard copy	Free 10p per sheet
Internal Review Procedure	Website Hard copy	Free 10p per sheet
Policy for dealing with Habitual or Vexatious complainants	Website Hard Copy	Free 10p per sheet
Risk Assessment	Available from Clerk	10p per sheet

## Adopted 8 January 2013

Health and Safety Policy	Website Hard copy	Free 10p per sheet
Business Continuity Plan	Available from Clerk	10p per sheet
Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b>		
Assets Register	Available from Clerk	10p per sheet
Disclosure log	Available from Clerk	10p per sheet
Register of members' interests	Available from Clerk	10p per sheet
Register of gifts and hospitality	Available from Clerk	10p per sheet
<b>Class 7 – The services we offer</b>		
Allotments	Available from Clerk	
Parks, playing fields and recreational facilities	Available from Clerk	10p per sheet
Asset Register	Available from Clerk	10p per sheet
Bus shelters	Available from Clerk	10p per sheet
Public conveniences	Available from Clerk	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. Gordon Jones Playing Field)	Available from Clerk For booking, contact the Clerk	10p per sheet

**Adopted 8 January 2013**

<b>Additional Information</b>		
Design Statement	Website Available from Clerk	Free 10p per sheet
Community centres and village halls	Biddenden Village Halls Management Committee: Secretary: Mr Graham Smith Tel: 01622 890596 For booking contact: Mrs Brockman, tel: 01580 291320	

**Contact details:**

Mrs Alison Swannick  
Parish Clerk  
18 Lime Trees  
Staplehurst  
Tonbridge  
Kent TN12 0SS

Tel: 07783 223450

**Adopted 8 January 2013**  
**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	10 p per sheet 40p per mile (6.5 miles to Cranbrook)
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Other</b>		

Based upon the actual cost incurred by the public authority

**Adopted on 8 January 2013**