

4 March 2025

## 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	Free Charge
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A	
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website	Free Charge
Finalised budget and precept	Website	Charge
Borrowing Approval letter	Available from Clerk	Charge
Financial Standing Orders and Regulations	Website	Free Charge
Grants given and received – information in the Minutes	Available from Clerk	Charge
Current contracts awarded and value of contract	Available from Clerk	Charge
Members' allowances and expenses	Available from Clerk	Charge

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<b>Class 3 – What our priorities are and how we are doing</b>		
Community Led Plan	Website	Free Charge
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	Charge
Responses to consultation papers	Available from Clerk	Charge
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> <li>- Planning Committee</li> </ul>	Available from Clerk “ “ “ “ “ “ “ ” ” “ “ “	Charge
Code of Conduct: Please contact the Monitoring Officer, Legal & Democratic Services, Ashford Borough Council, International House, Dover Place, Ashford, Kent TN23 1UH., TN23 1PL. Tel: 01233 331111	Available from Monitoring Officer, Ashford Borough Council	

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<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>Website</p> <p>Contact Clerk in first instance or the Monitoring Officer, Ashford Borough Council, 01233 331111</p>	<p>Charge</p>
Information security policy	See Records Management Policy	
Records management policies (records retention, destruction and archive)	<p>Website</p> <p>Electronic copy</p>	<p>Free</p> <p>Charge</p>
Data protection policies	<p>Website</p> <p>Electronic copy</p>	<p>Free</p> <p>Charge</p>
Complaints Procedure	<p>Website</p> <p>Electronic copy</p>	<p>Free</p> <p>Charge</p>
Internal Review Procedure	<p>Website</p> <p>Electronic copy</p>	<p>Free</p> <p>Charge</p>
Policy for dealing with Habitual or Vexatious complainants	<p>Website</p> <p>Electronic copy</p>	<p>Free</p> <p>Charge</p>
Risk Assessment	Available from Clerk	Charge

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Health and Safety Policy	Website Electronic copy	Free Charge
Business Continuity Plan	Available from Clerk	Charge
Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b>		
Assets Register	Available from Clerk	Charge
Disclosure log	Available from Clerk	Charge
Disclosable Pecuniary Interests	Ashford Borough Council Website: <a href="http://www.ashford.gov.uk">www.ashford.gov.uk</a>	
Register of gifts and hospitality	Available from Clerk	Charge
<b>Class 7 – The services we offer</b>		
Allotments	Available from Clerk	Charge
Parks, playing fields and recreational facilities, play area (GJ Playing Field)	Available from Clerk	Charge
Asset Register	Available from Clerk	Charge
Bus shelters	Available from Clerk	Charge
Public conveniences	Available from Clerk	Charge
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	Charge

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<b>Additional Information</b>		
Design Statement	Website Electronic Copy	Free Charge
Community centres and village halls	Biddenden Village Halls Management Committee: Secretary: Mrs J Piper info@biddendenvillagehall s.org 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

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**SCHEDULE OF CHARGES**

Some documents above are available in hard copies and charges are detailed below

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 @ Charge (black & white)	10p per sheet 40p per mile (6.5 miles to Cranbrook)/cost of ink and paper
	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