

# TROTTSCLIFFE PARISH COUNCIL

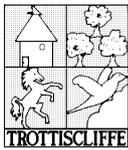
## Publication Scheme - *for Freedom of Information Act*

Reviewed & adopted: 4 February 2016

This Publication Scheme has been prepared by **Trottscliffe Parish Council** (the Council) to explain how the Council's information is available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council.

This scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.



# TROTTSCLIFFE PARISH COUNCIL

Key to format abbreviations in the table below:

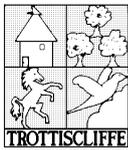
W = Website, E = Email, P = Paper, I = Inspection, N/A = Not Applicable.

Classes of Information Format	Format
<b>Who we are and what we do</b> Organisational information, structures, locations and contacts	
Council structure Councillors' details – <i>see Parish Council Organogram</i> Staffing structure – <i>see Parish Council Organogram</i> Contact details – <i>see Parish Council Organogram</i>	W W W
<b>What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts	
Annual Return form Auditors Reports Budget and Precept Demand Councillors' Allowances and Expenses Financial Regulations Risk Assessment Clerk's Job Description	W W W W W W W
<b>What our priorities are and how we are doing</b> Strategy and performance information, plans, assessments, inspections and reviews	
Annual Reports	W



# TROTTSCLIFFE PARISH COUNCIL

<p><b>How we make decisions</b> Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations</p>	
<p>Timetable and meetings</p> <p>Agendas and minutes of all council meetings open to the public (excluding information that is properly regarded as private to the meeting)</p> <p>Responses to planning applications – <i>Recorded in formal minutes</i></p> <p>Record of the Parish Meeting</p>	<p>W</p> <p>W</p> <p>W</p> <p>W</p>
<p><b>Our policies and procedures</b> Current written protocols for delivering our functions and responsibilities</p>	
<p>Standing Orders</p> <p>Code of Conduct</p> <p>Sickness and Absence from Work Policy</p> <p>Disciplinary Procedure</p> <p>Grievance Procedure</p> <p>Expenses Policy</p> <p>Allotment Gardens Policy</p> <p>Media Policy</p> <p>Complaints Procedure</p> <p>Health and Safety Policy</p> <p>Data Protection Policy</p> <p>Records Management Policy</p> <p>Grants &amp; Donations Policy</p> <p>Freedom of Information Act– Publication Scheme</p>	<p>W</p>
<p><b>Lists and Registers</b> Information held in registers required by law and other lists and registers relating to the function of the Council</p>	
<p>Assets Register</p> <p>Register of Councillors' Interests</p>	<p>W</p> <p>W</p>



# TROTTISCLIFFE PARISH COUNCIL

--	--

<p><b>The services we offer</b>          Information about the services we offer, advice and guidance, leaflets and newsletters. Details of the services offered</p>	
<p>Recreation Ground          Children’s Play Area          Street Furniture (seats, litter/dog bins, notice boards, village signs etc.)          Allotment Gardens          Defibrillator</p>	

Information published on the website is also available in hard copy from the Clerk subject to the charging procedure below, the Clerk’s contact details are below.

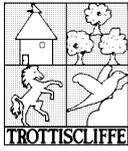
**The classes of information will not generally include:**

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form, excluding draft formal minutes of meetings.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**Methods by which information published under this scheme will be made available**

- Where it is within our capability, information will be published on our website.
- Where it is impracticable to make information available on our website, or if an individual does not wish to or cannot access the information via the website, hard copies can be requested to be viewed at a mutually convenient time and location within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council is legally required to translate any information, it will do so.



# TROTTSCLIFFE PARISH COUNCIL

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **Charges which may be made for information published under this scheme**

The purpose of the scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website is provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packing
- The costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the amount due will be given before the information is provided. Payment will be requested prior to supply of the information.

The charge will be based upon the following:

Photocopying (Black & White)	-	Actual cost based on 10p per A4 sheet
Photocopying (Colour)	-	Actual cost based on 15p per A4 sheet

For larger documents, the cost of provision will be charged.

Postage – Actual cost of 2<sup>nd</sup> class Royal Mail postage charges

Requests for information should be made to the Clerk, see below for contact details.

## **Written requests**

Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Written requests should be made to the Clerk at:



# TROTTSCLIFFE PARISH COUNCIL

Mrs L. Goldsmith  
75 Hazen Road  
Kings Hill  
West Malling  
Kent  
ME19 4JU

Tel: 01732 844 832  
Email: [trottscliffepc@btinternet.com](mailto:trottscliffepc@btinternet.com)