

## Information available from Staplehurst Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)            Current information only</p>	<p>Paper or electronic copy is available from the Parish Office and displayed on the Website at <a href="http://www.staplehurstvillage.org.uk">www.staplehurstvillage.org.uk</a>            Quarterly Village Updates and Annual Reports are delivered to every home in the parish.</p>	<p>Free</p>
<p>Who's who on the Council and its Committees</p>	<p>Available as above.</p>	<p>Free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Available as above.</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Address &amp; contacts as per last page hereof. No disabled access but alternative venues offered.</p>	
<p>Staffing structure</p>	<p>Parish Clerk, Assistant Clerk and Village Caretaker.</p>	
<p><b>Class 2 – What we spend and how we spend it</b>            Current and previous financial year as a minimum</p>	<p>Details available on request.</p>	<p>Free</p>
<p>Annual return form and report by auditor</p>	<p>Copies available from the Parish Office and displayed publicly.</p>	<p>Free</p>

Finalised budget	Available on request.	
Precept	Minuted and published in paper and digital formats.	Free
Borrowing Approval letter	None at present.	
Financial Standing Orders and Regulations	Paper copies available also downloadable from Website	Free
Grants given and received	Minuted and published in paper and digital formats.	Free
List of current contracts awarded and value of contract	Minuted and published in paper and digital formats.	Free
Members' allowances and expenses	Available on request.	Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Available on request.	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Annual Report published and distributed to every home in June. Additional copies available from the Parish Office and published on Website. Annual Parish Meeting Minutes available in paper and digital format and on Website.	Free
Quality status	Due for reaccreditation July 2009.	
Local charters drawn up in accordance with DCLG guidelines	Not applicable.	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	<p>Decisions are made at publicly advertised meetings open to the public and press then minutes published.</p>	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>List available in paper or digital formats and on Website Calendar.</p>	<p>Free</p>
<p>Agendas of meetings (as above)</p>	<p>Circulated in paper or digital format and added to Website.</p>	<p>Free</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Circulated in paper or digital format and added to Website.</p>	<p>Free</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Available on request to Parish Office.</p>	
<p>Responses to consultation papers</p>	<p>Available on request where applicable.</p>	
<p>Responses to planning applications</p>	<p>Minuted and circulated in paper or digital format and added to Website.</p>	<p>Free</p>
<p>Bye-laws</p>	<p>Copies available from the Parish Office.</p>	<p>Free</p>
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference</p>	<p>Standing Orders and Chairmanship, Code of Conduct and Grant-giving Guidelines are available in paper or digital format</p>	

Delegated authority in respect of officers Code of Conduct Policy statements	from the Parish Office.	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	On request where applicable.	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	On request	
Data protection policies	On request	
Schedule of charges (for the publication of information)	5p perA4 sheet	
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available on request – Village Groups List	
Assets Register	Paper or digital copy from Parish Office	
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)	N/A	

Register of members' interests	Paper copy from Parish Office.	
Register of gifts and hospitality	Paper or digital copy from Parish Office.	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only		
Allotments	Available on request.	
Burial grounds and closed churchyards	Available on request.	
Community centres and village halls	Available on request.	
Parks, playing fields and recreational facilities	Available on request.	
Seating, litter bins, clocks, memorials and lighting	Available on request.	
Bus shelters	Available on request.	
Markets	Sunday Market at Station Car Park organised by others.	
Public conveniences	Responsibility of MBC Tel: 01622 602162 or <a href="http://www.maidstone.gov.uk">www.maidstone.gov.uk</a>	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None.	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Mrs JS Bassett, Parish Clerk. Mrs. M Norris, Assistant Parish Clerk**  
**Parish Office, Staplehurst Village Centre**  
**High Street**  
**STAPLEHURST**  
**TONBRIDGE, Kent**  
**TN12 0BJ**

**Tel: 01580 891761 Hours of opening: 9-11 a.m. Mondays, Tuesdays, Wednesdays & Fridays**

**Email: [staplehurst1@btconnect.com](mailto:staplehurst1@btconnect.com)**

**Website: [www.staplehurstvillage.org.uk](http://www.staplehurstvillage.org.uk)**

#### 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 @ 5p per A4 sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by Staplehurst Parish Council