

Freedom of Information Act

Information available from Chevening Parish Council under the model publication scheme

Information to be published	How the information can be obtained For hard copies contact the Clerk
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Website/email/Hard copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/email/Hard copy
Location of main Council office and accessibility details	Website/email/Hard copy
Staffing structure	N/A
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)	
Annual return form and report by auditor	Hard copy – contact Clerk £10 a copy
Finalised budget	Website/email/Hard copy
Precept	Website/email/Hard copy
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website/email/Hard copy
Grants given and received	Email/Hard copy

List of current contracts awarded and value of contract	N/A
Members' allowances and expenses	Email/Hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Hard copy
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/email/Hard copy
Agendas of meetings (as above)	Website/email/Hard copy
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/email/Hard copy
Reports presented to Council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email/Hard copy
Responses to consultation papers	Email/Hard copy
Responses to planning applications	Email/Hard copy
Bye-laws	Hard copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Hard copy
Policies and procedures for the conduct of council business:	
Procedural Standing Orders	Email/Hard copy
Committee and sub-committee terms of reference	N/A

Delegated authority in respect of officers Code of Conduct Policy statements	N/A HARD COPY N/A
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)	 N/A N/A N/A N/A N/A
Information security policy	N/A
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	website
Schedule of charges (for the publication of information)	Hard copy
Class 6 – Lists and Registers	(hard copy or website)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A
Assets Register	Website
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	Website
Register of gifts and hospitality	Email
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website)

Current information only	
Allotments	N/A
Burial grounds and closed churchyards	Website/Hard Copy
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	website
Seating, litter bins, clocks, memorials and lighting	Email
Bus shelters	N/A
Markets	N/A
Public conveniences	N/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)	Website/email/Hard copy

Contact details: **Clerk to Chevening Parish Council**
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