

Freedom of Information Act  
Information available from Chevening Parish Council

<b>Information to be published</b>	<b>How the information can be obtained For hard copies contact the Clerk</b>
<b>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</b>	
Who's who on the Council and its Committees	<a href="http://www.cheveningparishcouncil.gov.uk/page-chevening_parish_councillors.html">http://www.cheveningparishcouncil.gov.uk/page-chevening_parish_councillors.html</a>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<a href="http://www.cheveningparishcouncil.gov.uk/spage-chevening_parish_councillors-chevening_councillors14.html">http://www.cheveningparishcouncil.gov.uk/spage-chevening_parish_councillors-chevening_councillors14.html</a>
Location of main Council office and accessibility details	<a href="http://www.cheveningparishcouncil.gov.uk/spage-chevening_parish_councillors-contact_the_parish_council.html">http://www.cheveningparishcouncil.gov.uk/spage-chevening_parish_councillors-contact_the_parish_council.html</a>
<b>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)</b>	
Annual return form and report by auditor	<a href="https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-annual_returns.html">https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-annual_returns.html</a>
Finalised budget	Email/Hard copy
Precept	Email/Hard copy
Financial Standing Orders and Regulations	<a href="https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html">https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html</a>
Grants given and received	Email/Hard copy
Members' allowances and expenses	Email/Hard copy
<b>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</b>	
Annual Report to Parish or Community Meeting (current	<a href="http://www.cheveningparishcouncil.gov.uk/imgs/annual_meeting_report_2016_final253.pdf">http://www.cheveningparishcouncil.gov.uk/imgs/annual_meeting_report_2016_final253.pdf</a>

and previous year as a minimum)	
<b>Class 4 – How we make decisions (Decision making processes and records of decisions)</b>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<a href="http://www.cheveningparishcouncil.gov.uk/page-council_meetings.html">http://www.cheveningparishcouncil.gov.uk/page-council_meetings.html</a>
Agendas of meetings (as above)	<a href="http://www.cheveningparishcouncil.gov.uk/spage-council_meetings-agenda.html">http://www.cheveningparishcouncil.gov.uk/spage-council_meetings-agenda.html</a>
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<a href="http://www.cheveningparishcouncil.gov.uk/spage-council_meetings-minutes.html">http://www.cheveningparishcouncil.gov.uk/spage-council_meetings-minutes.html</a>
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 SDC Website for the relevant planning application
Bye-laws	<a href="https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html">https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html</a>
<b>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</b>	
Policies and procedures for the conduct of council business:  Procedural Standing Orders Code of Conduct	<a href="https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html">https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html</a>

<b>Class 6 – Lists and Registers</b> <b>(Currently maintained lists and registers only)</b> <b>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</b>	
Asset Register	<a href="https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html">https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html</a>
Register of members' interests	<a href="http://www.cheveningparishcouncil.gov.uk/spage-chevening_parish_councillors-chevening_councillors14.html">http://www.cheveningparishcouncil.gov.uk/spage-chevening_parish_councillors-chevening_councillors14.html</a>
<b>Class 7 – The services we offer</b> <b>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b> <b>Current information only</b>	
Burial grounds and closed churchyards	<a href="https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html">https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html</a>
Parks, playing fields and recreational facilities	website
Seating, litter bins, memorials and lighting	Email
A summary of services for which the Council is entitled to recover a fee, together with those fees	<a href="https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html">https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html</a>

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