

Information available from Horsmonden Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 10p per sheet
Location of main Council office and accessibility details	Website Hard copy	Free 10p per sheet
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Hard copy	10p per sheet

Annual return form and report by auditor	Hard Copy	10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept	Hard copy Website	10p per sheet Free
Financial Standing Orders and Regulations	Hard Copy Website (under Standing orders)	10 p per sheet
Grants given and received	Hard Copy	
List of current contracts awarded and value of contract	Hard Copy	10 p per sheet
Members' allowances and expenses	Hard Copy	10 p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy	10 p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy Website	10p per sheet Free
Class 4 – How we make decisions (Decision making processes and records of decisions)	Hard copy	10p per sheet
Current and previous council year as a minimum	Website	Free

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website	10p per sheet Free
Agendas of meetings (as above)	Hard copy Website	10p per sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website	10 per sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Hard copy	Free 10p per sheet
Responses to planning applications	Hard copy	Free 10 p per sheet
Bye-laws	Hard copy Website	10p per sheet Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy	10p per sheet
Policies and procedures for the conduct of council business:		

Procedural standing orders	Website Hard copy	Free 10p per sheet
Code of Conduct	Website Hard Copy	Free 10p per sheet
Schedule of charges (for the publication of information)	Web site Hard copy	Free 10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	Website Hard copy	Free 10 per sheet
Register of members' interests	Hard Copy	
Register of gifts and hospitality	Hard copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	

Community centres and village halls	Hard copy	10p per sheet
Parks, playing fields and recreational facilities	Hard copy	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Lease and trust documents for Village hall	Hard copy	10p per sheet

Contact details:

Lucy Noakes (clerk to the Parish council)

Address: C/o Petersford, Back Lane, Horsmonden, Kent TN12 8LL

Telephone (01892) 724989

Email: clerk@horsmonden-pc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 10p per sheet (black & white)	Actual cost
	Photocopying 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		