

## Information available from Horsmonden Parish Council.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website/Hard copy	Free/10p per sheet*
Contact details for Parish Clerk and Council members	Website/Hard copy	Free/10p per sheet*
Location of main Council office and accessibility details	Website/Hard copy	Free/10p per sheet*
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy	10p per sheet*
Finalised budget	Hard copy	10 p per sheet*
Precept request	Hard copy	10 p per sheet*
Financial Standing Orders and Regulations	Website/Hard Copy	Free/10p

		per sheet*
Grants given and received	Hard Copy	10 p per sheet*
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*
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website/ Hard copy	Free
Annual Report to Parish or Community Meeting	website /Hard copy	Free/10p per sheet*
Responses to consultation papers	Hard copy	10p per sheet*
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Hard copy	Free/10p per sheet*
Agendas of meetings (as above)	website /Hard copy	Free/10p per sheet*
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	website /Hard copy	Free/10p per sheet*
Responses to planning applications	Hard copy	10p per sheet*
Bye-laws	Website/Hard copy	Free/10p per sheet*

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:  Procedural standing orders  Code of Conduct  Financial regulations	Website/Hard copy  Website/Hard copy  Website/Hard copy	Free/10p per sheet*  Free/10p per sheet* Free/10p per sheet*
Policies and procedures for the provision of services and about the employment of staff:  Complaints procedures (including those covering requests for information and operating the publication scheme)  Clerks job description and person specification	Hard copy/Website  Hard copy	Free/10p per sheet*  10p per sheet*
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(some information may only be available by inspection)	

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Fixed Assets Register	Website/Hard copy	Free/10p per sheet*
Register of members' interests	Website/Hard Copy	10p per sheet*
<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)	(some information may only be available by inspection)	
Village Hall	Hard copy	10p per sheet*
Institute Building and Clock Tower	Hard copy	10p per sheet*
War memorial	Hard copy	10p per sheet*
Village Green Bookings	Website /Hard copy	Free/10p per sheet*
Public conveniences	Hard copy	10p per sheet*
Parish Play area	Hard copy	10p per sheet*
Sports ground and Tennis Club	Hard copy	10p per sheet*
Seating, notice board and plaque, village green	Hard copy	10p per sheet*

Street lighting	Hard copy	10p per sheet*
Monthly news article in 'Parish News' circular	Hard copy	10p per sheet*

**Contact details:**

**Mrs Lucy Noakes, Clerk to the Parish Council**  
**The Parish Office**  
**Horsmonden Village Hall**  
**Back Lane**  
**Horsmonden**  
**Kent**  
**TN12 8LH**

**Telephone: 01892 724989**

**Email: [clerk@horsmonden-pc.gov.uk](mailto:clerk@horsmonden-pc.gov.uk)**

**Website: [www.horsmonden-pc.gov.uk](http://www.horsmonden-pc.gov.uk)**

**\*SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying 10p per sheet (black & white)	Actual cost
	Photocopying 20p per sheet (colour)	Actual cost
Cost of postage & Packaging	Postage 2 <sup>nd</sup> class	Actual cost of Royal Mail standard 2 <sup>nd</sup> class dependent on weight

