Information available Ash-cum-Ridley Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Nil 20p per page
Contact details for Parish Clerk and Council members	Website Hard copy – contact Clerk	Nil 20p per page
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Nil 20p per page
Staffing structure	Website Hard copy – contact Clerk	Nil 20p per page
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	Website Hard copy – contact Clerk	Nil 20p per page
Finalised budget	Website Hard copy – contact Clerk	Nil 20p per page
Precept	Website	Nil

	Hard copy – contact Clerk	20p per page
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Nil 20p per page
Grants given and received	Website Hard copy – contact Clerk	Nil 20p per page
List of current contracts awarded and value of contract	Website Hard copy – contact Clerk	Nil 20p per page
Members' allowances and expenses	Website Hard copy – contact Clerk	Nil 20p per page
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Neighbourhood Plan	N/A	
Annual Report to Parish Meeting (minutes)	Website Hard copy – contact Clerk	Nil 20p per page
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 Hard copy – contact Clerk	Nil 20p per page
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Nil 20p per page
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Nil 20p per page
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Nil 20p per page
Responses to consultation papers	Website	Nil

	Hard copy – contact Clerk	20p per page
Responses to planning applications	Website Hard copy – contact Clerk	Nil 20p per page
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy – contact Clerk	Nil 20p per page
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 Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – contact Clerk	Nil 20p per page
Records management policies (records retention, destruction and archive)	Website Hard copy – contact Clerk	Nil 20p per page
Data protection policies	Website	Nil

	Hard copy – contact Clerk	20p per page
Schedule of charges)for the publication of information)	Website Hard copy – contact Clerk	Nil 20p per page
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Website Hard copy – contact Clerk	Nil 20p per page
Register of members' interests	Available for inspection at Parish Office	n/a
Register of gifts and hospitality	Available for inspection at Parish Office	n/a
Burial Registers	Available for inspection at Parish Office	n/a
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; some information may only be available by inspection)	
Burial grounds and closed churchyards	Website Hard copy – contact Clerk	Nil 20p per page
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Nil 20p per page
Seating and memorials	Website Hard copy – contact Clerk	Nil 20p per page
Bus shelters	Website Hard copy – contact Clerk	Nil 20p per page

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Newsletters		

Contact details:

Mrs Alison de Jager, Parish Clerk
Parish Office, Ash Green Sports Centre
Ash Road, New Ash Green, Kent, DA3 8JZ
Telephone: 01474 702760
Email: enquiries@ashcumridley-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 @ 20p per sheet (black & white)	Actual cost *
	Photocopying @25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority