

# Freedom of Information Act

The Model Freedom of Information Act was adopted by Offham Parish Council on 1<sup>st</sup> October 2013

All FOI requests should be submitted to [the Clerk](#).

## Information available from Offham Parish Council under the model publication scheme

| Information to be published   | How the information can be obtained | Cost(postage not included in price listed) |
|---|-------------------------------------|--|
| <b>Class1 - Who we are and what we do</b>   | Web Site                            | Free                                       |
| (Organisational information, structures, locations and contacts)<br>This will be current information only<br><br>N.B. Councils should already be publishing as much information as possible about how they can be contacted.    | Hard Copy                           | 25p/p                                      |
| Who's who on the Council and its Committees   | Web site<br>Hard copy               | Free<br>25p                                |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)   | Website<br>Hard copy                | Free<br>25p                                |
| Location of main Council office and accessibility details   | N/A                                 |  |
| <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)<br><br>Current and previous financial year as a minimum<br>Annual return form and report by auditor |                                     |  |
|   | Website                             | Free                                       |
|   | Hard copy                           | 25p/p                                      |
| Finalised budget  | Web site<br>Hard copy               | Free<br>25p/p                              |
| Precept   | Hard copy                           | 25p/p                                      |
| Borrowing Approval letter   | N/A                                 | N/A  |
| Financial Standing Orders and Regulations   | Web site<br>Hard copy               | Free<br>25p/p                              |
| Grants given and received   | Hard copy                           | 25p/p                                      |
| List of current contracts awarded and value of contract   | Hard copy                           | 25p/p                                      |
| Members' allowances and expenses  | Hard copy                           | 25p/p                                      |
|   |                                     |  |
| <b>Class 3 – What our priorities are and how we are doing</b>   |                                     |  |
| (Strategies and plans, performance indicators, audits, inspections and reviews)   |                                     |  |

|   |                               |       |
|---|-------------------------------|-------|
| Parish Plan (current and previous year as a minimum)  | N/A                           | N/A   |
| Chairman's Annual Report to Parish or Community Meeting (current and previous year as a minimum)                              | Web site                      | Free  |
|   | Hard copy                     | 25p/p |
| Quality status  | N/A                           | N/A   |
| Local charters drawn up in accordance with DCLG guidelines  | N/A                           | N/A   |
| <b>Class 4 – How we make decisions</b>  |                               |       |
| (Decision making processes and records of decisions)  |                               |       |
| Current and previous council year as a minimum  |                               |       |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)                                     | Web site                      | Free  |
|   | Hard copy                     | 25p/p |
| Agendas of meetings (as above)  | Web site                      | Free  |
|   | Notice Boards                 | Free  |
|   | Hard copy                     | 25p/p |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.        | Web site                      | Free  |
|   | Hard copy                     | 25p/p |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy                     | 25p/p |
| Responses to consultation papers  | Hard copy                     | 25p/p |
| Responses to planning applications  | Minutes available on web site | Free  |
|   | Hard copy                     | 25p/p |
| Bye-laws  | Website                       | Free  |
|   | Hard copy                     | 25p/p |
| <b>Class 5 – Our policies and procedures</b>  |                               |       |
| (Current written protocols, policies and procedures for delivering our services and responsibilities)                         |                               |       |
| Current information only  |                               |       |
| Policies and procedures for the conduct of council business:  | Web site                      | Free  |
| Procedural standing orders  | Hard copy                     | 25p/p |
| Committee and sub-committee terms of reference  | Hard copy                     | 25p/p |
| Delegated authority in respect of officers  | Hard copy                     | 25 p  |
| Code of Conduct   | Hard copy                     | 25p/p |
| Policy statements   | N/A                           | 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)   | Hard Copy | 25p/p |
| Information security policy  | Hard copy | 25p/p |
| Records management policies (records retention, destruction and archive)   | Hard copy | 25p/p |
| Data protection policies   | Hard copy | 25p/p |
| Schedule of charges (for the publication of information)   | Hard copy | 25p/p |
|  |           |       |
| <b>Class 6 – Lists and Registers</b>   | Hard copy |       |
| Currently maintained lists and registers only  |           |       |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)               |           |       |
| Assets Register  | Hard copy | 25p/p |
| 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   | Hard copy | 25p/p |
| Register of gifts and hospitality  | Hard copy | 25p/p |
|  |           |       |
| <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)                                   |           |       |
| Current information only   |           |       |
| Allotments   | N/A       |       |
|  |           |       |
| Burial grounds and closed churchyards  | N/A       |       |
| Community centres (Village Hall)   | N/A       |       |
|  |           |       |
| Parks, playing fields and recreational facilities  | Web site  | Free  |
|  | Hard copy | 25p/p |
| Seating, litter bins, clocks, memorials and lighting   |           |       |
|  | Hard copy | 25p/p |
| Bus shelters   |           |       |
|  | Hard copy | 25p/p |
| 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) | N/A |  |
| <b>Additional Information</b>   |     |  |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above        |     |  |

All requests for hard copies of information must be submitted in writing to the Clerk, Offham Parish Council. Offham Parish Council will strive to supply the information within 28 days of receiving the request providing payment for costs have been received. If there is likely to be any delay in providing the information, written confirmation of this delay will be provided.

### Contact details:

Lynne Mackie  
Clerk to Offham Parish Council  
17 Forsyth Close  
East Malling  
West Malling  
Kent ME19 6BS  
01732 521303  
Offham.pc@hotmail.co.uk

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                             | <b>BASIS OF CHARGE</b>                                   |
|--------------------------|--|--|
| <b>Disbursement cost</b> | Photocopying @ .25.p per sheet (black & white) | Actual cost 25p  |
|                          | Photocopying @ .25.p per sheet (colour)        | Actual cost 25p  |
|                          |  |  |
|                          | Postage  | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
|                          |  |  |