

Information available from Hunton Parish Council under the Freedom of Information Act Model Publication Scheme

This guide only covers information we currently hold. If we do not hold some of the information listed below, we will mark it as 'N/A' in the table.

The costs associated with providing the information are listed at the end of the document.

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts) Current information only</p>	
<p>List of Council members and their responsibilities as well as a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website Hard copy Electronic copy/Email</p> <p>Website Hard copy Electronic copy/Email</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members (where possible, provide named contacts including contact phone numbers and email addresses)</p>	<p>Website Hard copy Electronic copy/Email</p> <p>Website Hard copy Electronic copy/Email</p>
<p>Location of main Council office and accessibility details</p>	<p>No Council office building Website Hard copy Electronic copy/Email</p>
<p>Staffing structure</p>	<p>Website Hard copy Electronic copy/Email</p>

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p>Website Hard copy Electronic copy/Email Notice boards for required time</p>
<p>Finalised budget</p>	<p>Hard copy Electronic copy/Email</p>
<p>Precept</p>	<p>Website Hard copy Electronic copy/Email</p>
<p>Borrowing Approval letter</p>	<p>Not applicable at present</p>
<p>All items of expenditure above £100</p>	<p>All expenditure is included in the published minutes Website Hard copy Electronic copy/Email</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website Hard copy Electronic copy/Email</p>
<p>Grants given and received</p>	<p>All grants given and received are included in the published minutes Website Hard copy Electronic copy/Email</p>
<p>List of current contracts awarded and value of contract</p>	<p>All contracts are included in the published minutes Website Hard copy Electronic copy/Email</p>

Members' allowances and expenses	Members allowances not received All expenses paid are included in the published minutes Website Hard copy Electronic copy/Email
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	
Annual governance statement in format included in the Annual Return form	Website Hard copy Electronic copy/Email Notice boards for required time
Parish Plan	Website Hard copy Electronic copy/Email
Annual Report to Parish Meeting	Website Hard copy Electronic copy/Email
Quality status	N/A
Local charters drawn up in accordance with DLUHC's guidelines	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council, committee and parish meetings)	Website Hard copy Electronic copy/Email

Agendas of meetings (as above)	Website Hard copy Electronic copy/Email Notice boards for required time
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard copy Electronic copy/Email
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Briefing Note Hard copy Electronic copy/Email
Responses to consultation papers	Responses are included in the published minutes Hard copy Electronic copy/Email
Responses to planning applications	All responses are included in the published minutes Website Hard copy Electronic copy/Email Maidstone Borough Council website
Bye-laws	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website Hard copy Electronic copy/Email

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Website</p> <p>}</p> <p>} Website</p> <p>} Hard copy</p> <p>} Electronic copy/Email</p> <p>}</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Website</p> <p>Hard copy</p> <p>Electronic copy/Email</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	<p>Website</p> <p>Hard copy</p> <p>Electronic copy/Email</p>
<p>Assets register, including details of public land and building assets</p>	<p>Included in accounts information:</p> <p>Website</p> <p>Hard copy</p> <p>Electronic copy/Email</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Hard copy</p> <p>Electronic copy/Email</p>
<p>Register of members' interests</p>	<p>Website</p> <p>Hard copy</p> <p>Electronic copy/Email</p> <p>MBC website</p>
<p>Register of gifts and hospitality</p>	<p>Hard copy</p> <p>Electronic copy/Email</p>

<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only</p>	
Allotments	N/A
Burial grounds and closed churchyards	N/A
Community centres and village halls	Custodian trustee only. Managed by the Village Hall Committee. May be able to provide some information. Hard copy Electronic copy/Email
Parks, playing fields and recreational facilities	Custodian trustee only. Managed by the King George V Playing Field Committee. May be able to provide some information. Hard copy Electronic copy/Email
Seating, litter bins, clocks, memorials and lighting	Hard copy Electronic copy/Email
Bus shelters	N/A
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A
<p>Additional Information</p> <p>Information not itemised in the lists above</p>	

Schedule of charges

- Emailing existing material held in digital form – free of charge
- Photocopying or printing existing material (A4) – 10p per sheet
- Scanning existing material (maximum A4) – 20p per sheet
- Reproduction of existing material that cannot be done at the Parish Office (Clerk's home) – to be quoted on a case-by-case basis depending on the exact requirements, location of the copying facility and staff time/travel expenses/postage costs involved
- Staff time to find, sort, edit, reformat material - £20 per hour
- Postage – at cost
- Special requirements not listed above – on application

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