

**Chilham Parish Council**  
**Information available under the model publication scheme**  
**Website:**

<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>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Notice board by Office Hard copy contact the Parish Clerk	Free Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Notice board by Office Hard copy contact the Parish Clerk	Free Free Free
Staffing structure	Parish Clerk	Free
<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.	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy from Parish Clerk	£1.00
Finalised budget / Precept	Website Hard copy from Parish Clerk	Free 10p per sheet
Financial Standing Orders and Regulations	Website Hard copy from Parish Clerk	Free 10p per sheet

Grants given and received	Full Council minutes Website Hard copy from Parish Council	Free 10p per sheet
List of current contracts awarded and value of contract	Website (Full Council minutes) Hard copy from Parish Clerk	Free 10p per sheet
Members' allowances and expenses	Website (Full Council minutes) Hard copy from Parish Clerk	Free 10p per sheet
Borrowing Approval Letter	Website (Full Council minutes) Hard copy from Parish Clerk	Free 10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum) Annual report (Minutes from Annual Parish Meeting)	Website Hard copy from Parish Clerk	Free 10p per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy from Parish Clerk	Free 10p per sheet
Agendas of meetings (as above)	Website Hard copy from Parish Clerk	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 from Parish	Free 10p per

	Clerk Available from inspection	sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from Parish Clerk	Free 10p per sheet
Responses to consultation papers	Website Hard copy from Parish Clerk	Free 10p per sheet
Responses to planning applications	Website Hard copy from Parish Clerk	Free 10p per sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements Committee Terms of Reference	Website Hard copy from Parish Clerk	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: 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) Information Security Policy /Records Management Policy	Website Hard copy from Parish Clerk	Free 10p per sheet
Data protection policies	Website Hard copy from Parish Clerk	Free 10p per sheet

Schedule of charges (for the publication of information)	Website Hard copy from Parish Clerk	Free 10p per sheet
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register – Part of Annual Accounts	Website Hard copy from Parish Clerk	Free 10p per sheet
Register of members' interests	Website Hard copy from Parish Clerk	Free 10p per sheet
Register of gifts and hospitality	Website Hard copy from Parish Clerk	Free 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) Current information only	(hard copy or website; some information may only be available by inspection)	
Community centres and village halls	Website Hard copy from Parish Clerk	Free 10p per sheet
Parks, playing fields and recreational facilities	Website Hard copy from Parish Clerk	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Website Hard copy from Parish	Free 10p per

	Clerk	sheet
Markets	Website Hard copy from Parish Clerk	Free 10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy from Parish Clerk	Free 10p per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None applicable	
<b>Note:</b> The following items included in the national model publication scheme are not applicable to Chilham Parish Council and therefore have been deleted: , members allowances, Quality Status, Byelaws, Delegated authority, Internal polices, Recruitment polices, disclosure log, Services (public convenience, bus shelters, agency agreements)		

**Contact details:**

Locum Clerk to the Council

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## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Copying 0.6p, paper & administration charge 9.4p per copy
	Photocopying (colour) Not available	N/A
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	N/A	In accordance with the relevant legislation (quote the actual statute)
<b>Supply Information not listed in publication scheme</b>	£10 per hour for responding to requests for information not listed in the Councils Publication Scheme (Minimum charge £10)	Actual cost of wages

\* the actual cost incurred by the public authority