

# Harrietsham Parish Council

## **FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME**

Harrietsham Parish Council, like all other public authorities, is subject to the Freedom of Information Act 2000 ("the Act"). The Act aims to make information held by public authorities more accessible to the public and allows individuals and companies to request a wide variety of material. This document is based on the Model Publication Scheme for Parish/Community Councils as approved by the Information Commissioner.

Many of the items covered by the Scheme are regularly published on the notice boards and on the website. The terms under which other items of information may be viewed were reviewed by the Parish Council and are set out below. The categories of information covered by the Scheme, and the terms pertaining to each, are listed in the schedule below.

### **TERMS UNDER WHICH ITEMS ARE AVAILABLE**

1. Items will be available for inspection only to Harrietsham Parishioners, unless the Parish Council agrees that an exception should be made.
2. Where items are not freely available on the notice boards or the website, a copy may be requested in writing giving two weeks' notice from the Clerk and a charge of 20p per sheet with a minimum charge of £2.00 will be made to cover the cost of the photocopying, the Clerk's time in dealing with the request, and the postage and packing (by Royal Mail Standard Second Class Delivery). The charge is to ensure that ratepayers do not have to pay collectively for the added legal requirement but so that it shall fall on the individuals who exercise the right. It is also intended to act as a deterrent to frivolous or mischievous requests.
3. If your preference is to inspect the records containing the information, written application should be made at two weeks' notice to the Clerk for an appointment for viewing at the Parish Office. A reasonable time will be allowed for viewing and the taking of notes.
4. Information will not be made available where it is readily available elsewhere e.g. via Maidstone Borough Council's Offices under existing arrangements.
5. These arrangements will be reviewed bi-annually.

### **Parish Council web site**

The website holds the type of information which the Council routinely publishes e.g. minutes and agendas. The website address is:

[www.harrietshamparishcouncil.gov.uk/community/harrietsham-parish-council-13454/home](http://www.harrietshamparishcouncil.gov.uk/community/harrietsham-parish-council-13454/home)

### **Written Requests for documents (not available on the website)**

The Clerk should be contacted either via the facility on the web site, email, by telephone or in writing.

Written requests should be made to:

The Parish Clerk  
Harrietsham Parish Council  
4 Southfields Way  
Harrietsham  
Maidstone  
Kent  
ME17 1GE

Telephone: 01622 850089

Email: [clerk@harrietshamparishcouncil.gov.uk](mailto:clerk@harrietshamparishcouncil.gov.uk)

Your request must include:

- Your name
- Address for correspondence
- A description of the information you require.

The Council will respond within 20 working days of receipt of your written request and confirm to you:

- Whether or not it holds the information
- Advise you if a fee will be charged
- Provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

### **CATEGORIES OF INFORMATION COVERED BY THE PUBLICATION SCHEME AND HOW THEY WILL BE MADE AVAILABLE**

#### **CLASS 1 – Who We Are and What We Do - Current Information Only**

(Organisation information, structures, locations and contacts)

- 1.1 Who's Who on the Council and its Committees  
Published on the website
- 1.2 Contact Details for Parish Clerk (Council Members via the Clerk)  
Published on the website and in Network magazine
- 1.3 Location of Main Council Office and accessibility details  
Published on the website and on the notice boards
- 1.4 Staffing Structure  
Available by written request to the Clerk

#### **CLASS 2 – What We Spend and How We Spend It - Current and Previous Financial Year Only**

(Financial Information relating to projected and actual income and expenditure, Procurement, contracts and financial audit)

- 2.1 Annual Return Form and Report by Auditor  
Available by written request to the Clerk
- 2.2 Finalised Budget  
Available by written request to the Clerk
- 2.3 Precept  
Available by written request to the Clerk
- 2.4 Financial Regulations  
Available on the website
- 2.5 Grants Received and Given  
Available by written request to the Clerk
- 2.6 List of current contracts awarded and value of contracts  
Available by written request to the Clerk
- 2.7 Members Allowances and Expenses  
Available by written request to the Clerk

### **CLASS 3 – What our Priorities Are and How We Are Doing**

(Strategies and plans, performance indicators, audits, inspections & reviews)

- 3.1 Annual Report to Parish Meeting (current and previous year only)  
Available by written request to the Clerk

### **CLASS 4 - How We Make Decisions – Current and previous year only**

(Decision making processes and records of decisions)

- 4.1 Timetable of Council Meetings including Committees  
Published on the website
- 4.2 Agendas of Meetings including Committees  
Published on the website and on notice boards
- 4.3 Minutes of Meetings including Committees (will exclude information that is properly regarded as private to the meeting)  
Published on website and on the noticeboard (previous month's minutes only)
- 4.4 Reports presented to Council meetings (will exclude information that is properly regarded as private to the meeting)  
Available by written request to the Clerk
- 4.5 Responses to consultation papers  
Available by written request to the Clerk
- 4.6 Responses to planning applications  
Available on Maidstone Borough Council's website

### **CLASS 5 – Our Policies and Procedures – Current Information Only**

(Current written protocols, policies and procedures for delivery our services and responsibilities)

- 5.1 Procedural Standing Orders  
Published on the website
- 5.2 Code of Conduct  
Published on the website
- 5.3 Parish Council Policies  
Published on the website

The following information is available by written request to the Clerk:

- 5.4 Committee and Sub-Committee Terms of Reference
- 5.5 Delegated Authority in Respect of Officers

- 5.6 Complaints Procedures (including those covering requests for information and operating the publication scheme)

**CLASS 6 – Lists and Registers – Current maintained lists and registers only**

- 6.1 Register of Members' Interests  
Published on the website

The following information is available by written request to the Clerk:

- 6.2 Any publicly available register or list  
6.3 Assets Register  
6.4 Register of Gifts and hospitality

**CLASS 7 – The Services We Offer – Current Information Only**

(Information about the services we offer, including leaflets and newsletters)

Information on the following is available by written request to the Clerk:

- 7.1 Open Spaces and Recreational Facilities  
7.2 Seating and litter bins  
7.3 Bus Shelters  
7.4 Allotments