

## Publication Scheme

### I. INTRODUCTION

The purpose of the scheme, published with reference to the Information Commissioner's Office Model Publication Scheme 2008, is to identify information which is available to publish as part of Sundridge Parish Council's ("the Council") normal business activities.

The scheme commits the Council to:

- Proactively publishing or otherwise making available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications detailed in Section 2
- Specifying information which is held by the Council and falls within the classifications detailed in Section 2
- Proactively publishing or otherwise making available as a matter of routine, information in line with the statements contained within this scheme
- Producing and publishing the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public
- Reviewing and updating on a regular basis the information made available under this scheme
- Producing a schedule of any fees charged for access to information which is made proactively available
- Making this publication scheme available to the public

### 2. CLASSES OF INFORMATION

- **"Who we are and what we do"**  
Organisational information, locations and contacts, constitutional and legal governance
- **"What we spend and how we spend it"**  
Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts
- **"What our priorities are and how we are doing"**  
Strategy and performance information, plans, assessments, inspections and reviews
- **"How we make decisions"**  
Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations
- **"Our policies and procedures"**  
Current written protocols for delivering Council functions and responsibilities
- **"Lists and registers"**  
Information held in registers required by law and other lists and registers relating to the functions of the Council
- **"The services we offer"**  
Advice and guidance, booklets and leaflets, transactions and media releases; a description of the services offered

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

### **3. METHODS OF PUBLICATION**

Appendix I clearly indicates what information is covered under this scheme and how that it can be obtained.

Wherever possible the Council will publish the information on its website ([www.sundridgeparishcouncil.gov.uk](http://www.sundridgeparishcouncil.gov.uk)). When publishing information in this way is impracticable, or when an individual does not wish to access the information via this method, the Council will advise how the information can be obtained by alternative means and provide it by those means.

In exceptional circumstances some information may only be available by viewing in person; in such instances contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where the Council 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.

### **4. CHARGES**

Any charges made for routinely published material will be justified and kept to a minimum. Information published on the website will be free of charge.

The current schedule of charges can be found in Appendix 2. If a charge is to be made, confirmation of the payment due will be given before the information is provided.

In some instances payment may be requested prior to provision of the information.

Charges may be made for actual costs incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

### **5. WRITTEN REQUESTS**

Information not published under this scheme can be requested in writing. In such instances its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### **6. OTHER ADVERTISING**

The Parish Council is committed to keeping the village looking its best and WILL NOT allow others forms of advertising to be placed in the village without formal written consent from the Parish Council. Banners, Posters, Flyers, Boards and similar items will be removed immediately upon detection.

No advertising at all of the following:

- Religious Advertising (does not include community type events)
- Politics other than electioneering
- Commercial Businesses
- Public Events that are commercially based
- Gambling establishments or sites
- Events outside of the Parish boundary

Acceptable

- Community Events within the village
- Seeking volunteers within the parish
- Parish Council organised events
- Parish Groups organising within the parish

## APPENDICES

**Appendix 1** Information available and methods of publication

**Appendix 2** Schedule of Charges

**Amanda Barlow – Parish Clerk & Proper Officer**

Signed .....

Dated .....

*This policy was approved at a meeting of the Full Council ?????2019  
It will be kept up to date as the size and nature of the Council changes or as new legislation is introduced.  
Otherwise date of next review June 2020*

**Appendix I****Information available from Sundridge Parish Council under the model publication scheme**

| <b>Information to be published</b>                                                                                                                                                                                               | <b>How the information can be obtained</b>                                                                                                                                                                                                            | <b>Cost</b>       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <b>WHO WE ARE AND WHAT WE DO</b> <i>(current information only)</i><br>Organisational information, structures, locations and contacts                                                                                             |                                                                                                                                                                                                                                                       |                   |
| Who's who on the Council and its Committees                                                                                                                                                                                      | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br>& available from Council office                                                                                                                 | FREE              |
| Contact details for Parish Clerk and Council members<br><i>(named contacts with telephone number and email address (if used))</i>                                                                                                | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br>& available from Council office                                                                                                                 | FREE              |
| Location of main Council office and accessibility details:<br>The Village Hall, Main Road, Sundridge<br>Opening Hours Vary Please Ring<br>Lift available for disabled visitors.                                                  | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br>& available from Council office                                                                                                                 | FREE              |
| Staffing structure                                                                                                                                                                                                               | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br>& available from Council office                                                                                                                 | FREE              |
| <b>WHAT WE SPEND AND HOW WE SPEND IT</b> <i>(current and previous financial year as a minimum)</i><br>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audits |                                                                                                                                                                                                                                                       |                   |
| Annual Return and report by auditor                                                                                                                                                                                              | Available for viewing at Council Office<br>Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br><br>Copies available on request                                                                      | FREE<br><br>£2.25 |
| Finalised budget                                                                                                                                                                                                                 | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br><br>Copies available from Council Offices<br><br>Council Tax leaflet distributed annually by Kent County Council and Sevenoaks District Council | FREE              |

| Information to be published                                                                                                                  | How the information can be obtained                                                                                                                                                                                                                                                | Cost |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|
| Precept                                                                                                                                      | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br>Copies of budget available as above<br>Council Tax leaflet distributed annually by Kent County Council                                                                       | FREE |
| Financial Standing Orders and Regulations                                                                                                    | See “ <i>Our Policies and Procedures</i> ” section below                                                                                                                                                                                                                           |      |
| Grants                                                                                                                                       | Grants awarded are available on the Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a>                                                                                                                                             |      |
| List of current contracts awarded and value of contract                                                                                      | Not currently available, under development                                                                                                                                                                                                                                         |      |
| Members’ allowances and expenses                                                                                                             | No ordinary members allowance is paid allowances                                                                                                                                                                                                                                   | FREE |
| <p><b>WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b><br/>Strategies and plans, performance indicators, audits, inspections and reviews</p> |                                                                                                                                                                                                                                                                                    |      |
| Parish Council Strategy                                                                                                                      | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br>Hard copies available from Council Offices                                                                                                                                   | FREE |
| Annual Report to Parish Meeting<br>( <i>current and previous year as a minimum</i> )                                                         | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br>Hard copies available from Council Offices<br><b>NB</b> Annual report is published in draft for Annual Parish Meeting and finalised following adoption of accounts each year | FREE |
|                                                                                                                                              |                                                                                                                                                                                                                                                                                    |      |

Sundridge with Ide Hill Parish Council

| Information to be published                                                                                                                | How the information can be obtained                                                                                                                                                                        | Cost                          |
|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|
| <b>HOW WE MAKE DECISIONS</b> <i>(current and previous council year as a minimum)</i><br>Decision making processes and records of decisions |                                                                                                                                                                                                            |                               |
| Timetable of meetings<br>(Council, any committee/sub-committee meetings and parish meetings)                                               | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br>& available from Council office                                                                      | FREE                          |
| Agendas of meetings (as above)                                                                                                             | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br>Council notice boards at Council Office<br><br>Copies available on request                           | FREE<br><br>See<br>Appendix 2 |
| Minutes of meetings (as above)<br><b>NB</b> this will exclude information that is properly regarded as private to the meeting.             | Draft produced within one month of the meeting and available from web-site:<br><a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br><br>Copies available on request | FREE<br><br>See<br>Appendix 2 |
| Reports presented to council meetings<br><b>NB</b> this will exclude information that is properly regarded as private to the meeting.      | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br><br>Copies available on request                                                                      | FREE<br><br>See<br>Appendix 2 |
| Responses to consultation papers                                                                                                           | Included in minutes ( <i>see above</i> )                                                                                                                                                                   | See above<br>(minutes)        |
| Responses to planning applications                                                                                                         | Included in minutes ( <i>see above</i> )                                                                                                                                                                   | See above<br>(minutes)        |
| Bye-laws                                                                                                                                   | The Council has not enacted any byelaws                                                                                                                                                                    |                               |

| Information to be published                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | How the information can be obtained                                                                                                                                                                                                                                                                                                                   | Cost                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|
| <b>OUR POLICIES AND PROCEDURES</b> <i>(current information only)</i><br>Written protocols, policies and procedures for delivering our services and responsibilities                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                       |                           |
| Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>➤ Procedural standing orders</li> <li>➤ Financial Regulations</li> <li>➤ Committee and sub-committee terms of reference</li> <li>➤ Delegated authority in respect of officers</li> <li>➤ Code of Conduct</li> <li>➤ Policy statements</li> <li>➤ Fund Raising Strategy</li> <li>➤ Child Protection</li> <li>➤ Press Policy</li> <li>➤ Lone Working Policy</li> </ul>                                                                                    | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br>To be added to site as and when approved or amended<br>Copies available on request                                                                                                                                                              | FREE<br>See<br>Appendix 2 |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>➤ Equality and diversity policy</li> <li>➤ Health and Safety policy</li> <li>➤ Recruitment policies (including current vacancies)</li> <li>➤ Policies and procedures for handling requests for information</li> <li>➤ Complaints procedures <i>(including those covering requests for information and operating the publication scheme)</i></li> <li>➤ Staff Suggestion Scheme</li> <li>➤ Whistle Blowing Policy</li> </ul> | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br>currently <ul style="list-style-type: none"> <li>➤ Equal Opportunities Policy,</li> <li>➤ Current vacancies</li> <li>➤ Freedom of Information/Publication Scheme</li> </ul> Others to added as and when approved<br>Copies available on request | FREE<br>See<br>Appendix 2 |
| Information security policy                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Not currently available, under development                                                                                                                                                                                                                                                                                                            |                           |
| Records management policies (records retention, destruction and archive)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a><br>Copies available on request                                                                                                                                                                                                                     | FREE<br>See<br>Appendix 2 |

Sundridge with Ide Hill Parish Council

| Information to be published                                                                                                                                                                    | How the information can be obtained                                                                                                                | Cost           |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|----------------|
| <b>LISTS AND REGISTERS</b> <i>(currently maintained lists and registers only)</i>                                                                                                              |                                                                                                                                                    |                |
| Any publicly available register or list                                                                                                                                                        | None available                                                                                                                                     |                |
| Assets Register                                                                                                                                                                                | Copy available on request                                                                                                                          | See Appendix 2 |
| Disclosure log<br>(indicating the information that has been provided in response to requests)                                                                                                  | Not currently available                                                                                                                            |                |
| Register of members' interests                                                                                                                                                                 | Available from the District and Town Council Web-site:<br><a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a> |                |
| Register of gifts and hospitality                                                                                                                                                              | Available on request                                                                                                                               | See Appendix 2 |
| <b>THE SERVICES WE OFFER</b> <i>(current information only)</i><br>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses |                                                                                                                                                    |                |
| Closed Churchyards                                                                                                                                                                             | There are none being maintained by this council                                                                                                    |                |
| The Village Hall and other Community Buildings                                                                                                                                                 | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a>                                                 | FREE           |
| Parks, playing fields and recreational facilities                                                                                                                                              | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a> & available on request                          | FREE           |
| Allotments / None at this time                                                                                                                                                                 | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a> & available on request                          | FREE           |
| Recreational activities                                                                                                                                                                        | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a>                                                 | FREE           |
| Seating, litter bins, clocks, memorials, signs and lighting                                                                                                                                    | Details to be added to website; meanwhile information available on request                                                                         | FREE           |
| CCTV system (none at this time)                                                                                                                                                                | Details to be added to website; meanwhile information available on request                                                                         | FREE           |

Sundridge with Ide Hill Parish Council

| <b>Information to be published</b>                                                                       | <b>How the information can be obtained</b>                                                         | <b>Cost</b> |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-------------|
| Floral Displays, trees and general amenity areas                                                         | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a> | FREE        |
| Bus shelters                                                                                             | Details to be added to website; meanwhile information available on request                         | FREE        |
| Events, shows and entertainments                                                                         | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a> | FREE        |
| Markets (none at this time)                                                                              | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a> |             |
| Concession agreements                                                                                    | Details available on request                                                                       | FREE        |
| Car Parking (none at this time)                                                                          | Web-site: <a href="http://www.sundridgeparishcouncil.gov.uk">www.sundridgeparishcouncil.gov.uk</a> | FREE        |
| Commercial Buildings for long term lease                                                                 | Details available on request                                                                       | FREE        |
| <b>ADDITIONAL INFORMATION</b>                                                                            |                                                                                                    |             |
| Provides the Council with the opportunity to publish information that is not itemised in the lists above |                                                                                                    |             |
|                                                                                                          |                                                                                                    |             |

**Enquiries or requests for information detailed above should be made to:**

**The Clerk  
Mrs Steve Amanda Barlow  
The Village Hall  
Main Road  
Sundridge  
Kent**

**Telephone:**

**Email:** [www.clerk@sundridgeparishcouncil.gov.uk](mailto:www.clerk@sundridgeparishcouncil.gov.uk)

## Appendix 2

### SCHEDULE OF CHARGES

Charges correct as at Oct 2019

| TYPE OF CHARGE           | DESCRIPTION                                                                                                                          | BASIS OF CHARGE                                                                   |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying @<br>10p per sheet of A4 single sided (black & white)                                                                   | Actual cost *                                                                     |
|                          | Photocopying @<br>20p per sheet of A4 single sided (colour)                                                                          | Actual cost *                                                                     |
|                          | Postage                                                                                                                              | Actual cost of Royal Mail standard 2 <sup>nd</sup> class                          |
| <b>Statutory Fee</b>     | None                                                                                                                                 | In accordance with the relevant legislation (Council to quote the actual statute) |
| <b>Other</b>             | Where staff time is used to collate such information beyond 1 hours work time there will be a charge of £15 per hour or part thereof |                                                                                   |

\* the actual cost incurred by the Council