

# BRASTED PARISH COUNCIL

Annette Hanson  
Parish Clerk

Tel: 01732 455374  
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## Freedom of Information Act

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

All FOI requests should be submitted to the Clerk. This information was reviewed and adopted by the Parish Council at a Council meeting on 8 June 2020.

Information to be published	How the information can be obtained	Cost (postage not included)
<b>Class1 - Who we are and what we do</b>		
(Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website Hard Copy	Free 25p/p
Who's who on the Council and its Committees	Website Hard copy	Free 25p/p
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)	Website Hard copy	Free 25p/p
Location of main Council office and accessibility details	Website Hard copy	Free 25p/p
<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	Website Hard copy	Free 25p/p
Annual return form and report by auditor	Website Hard copy	Free 25p/p
Finalised budget	Web site Hard copy	Free 25p/p
Precept	Hard copy	25p/p
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website Hard copy	Free 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
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 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 Notice Boards Hard copy	Free Free 25p/p
Agendas of meetings (as above)	Website Notice Boards Hard copy	Free Free 25p/p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 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	Website Hard copy	Free 25p/p
Bye-laws	N/A	N/A
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Web site Hard copy	Free 25p/p
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	N/A	N/A
Records management policies (records retention, destruction and archive)	N/A	N/A
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>		
Currently maintained lists and registers only	Hard copy	25p/p
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	25p/p
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	N/A
Register of members' interests	Website Hard copy	Free 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	Hard copy	25p/p
Burial grounds and closed churchyards	N/A	N/A
Community centres and halls	Hard copy	25p/p
Parks, playing fields and recreational facilities	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, Brasted Parish Council. Brasted 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:**

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 Clerk to Brasted Parish Council  
 PO Box 576  
 Sevenoaks  
 TN13 9RT  
 01732 455374  
 clerk@brastedpc.kentparishes.gov.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 @ .25p 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
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		N/A

Reviewed 11 June 2018