

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

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website) Parish Office</p> <p>Council website</p>	<p>10p an A4 sheet</p> <p>Free</p>
Who's who on the Council and its Committees	<p>Parish Office</p> <p>Website</p>	<p>10pA4 sheet</p> <p>Free</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Office/website	As above
Location of main Council office and accessibility details	Parish Office	As above
Staffing structure	Parish Office	As above
<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)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website) Parish Office</p> <p>Website</p>	<p>10p per A4 sheet</p> <p>Free</p>
Annual return form and report by auditor	Parish Office	As above
Finalised budget	Parish Office/website	As above
Precept	Parish Office/website	As above
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Parish Office/website	As above
Grants given and received	Parish Office	As above
List of current contracts awarded and value of contract	Parish Office	As above
Members' allowances and expenses	Parish Office	As above

<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 Office	10p per A4 copy
Parish Plan	Parish Office  Website	£5 a copy  Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Office  Website	10p per A4 sheet Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website) Parish Office if on computer	10p per A4 sheet
Current and previous council year as a minimum	If not on computer  Email from 2007 Website	50p per A4 sheet  Free Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Office  Email Parish Notice boards Website	10p a sheet  Free Free Free
Agendas of meetings (as above)	Parish Office  Email Parish Notice boards Website	10p an A4 sheet Free Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Office  Email Parish Notice board Website	10p an A4 sheet Free Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Office	10p a sheet

Responses to consultation papers	Parish Office Website from June 09	10p an A4 sheet Free
Responses to planning applications	Parish Office Office Email	10p per A4 sheet Free
Bye-laws	Parish Council Office	50p a copy
<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) Parish Council office	
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	Parish Council Office	
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)	Parish Council Office  Parish Office	
Information security policy	Parish Office	
Records management policies (records retention, destruction and archive)	Parish Office	
Data protection policies	Parish Office	
Schedule of charges )for the publication of information)	Parish Office	

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Parish Office (inspection only)	
Assets Register	Parish Office (inspection only)	
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)	Parish Office	
Register of members' interests	Parish Office (inspection only)	
Register of gifts and hospitality	Parish Office (inspection only)	
<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)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Website link	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Parish Office Website	Free
Seating, litter bins, clocks, memorials, lighting and salt bins	Parish Office	
Bus shelters	Parish Office	
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)		
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Seal Parish Office 01732 833360 Email: [sealparishc@outlook.com](mailto:sealparishc@outlook.com)  
**Office hours Mon-Friday (except Wednesdays) 9am-1pm**  
**Clerk and Responsible Financial Officer Mrs Clare Boland**  
**Valley House, Carters Hill, Underriver, Sevenoaks, TN15 0RY****

**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)	10p Need to be copied and packaged
	Unless minutes not on computer then 50p per sheet	Kept in archives in ledgers, more time consuming to find and copy 50p
	Photocopying @ .p per sheet (colour)	Not available
	Postage 1 <sup>st</sup> class	76p
	2 <sup>nd</sup> class	65p
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority

