

## Information available from Great Chart with Singleton Parish Council under the Freedom of Information Act model publication scheme



This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Online</p> <p>Hard copy on request</p>	<p>10p per sheet plus postage</p> <p>For hard copies of any information listed please contact the Clerk</p>
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Online</p> <p>Hard copy on request</p>	
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>All information can be found online</p> <p>Hard copy on request</p>	
<p>Location of main Council office and accessibility details</p>	<p>Online</p>	
<p>Staffing structure</p>	<p>Online</p> <p>Hard copy on request</p>	
<p><b>Class 2 – What we spend and how we spend it</b></p> <p>(Financial information about projected and</p>	<p>Online</p> <p>Hard copy on request</p>	

actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Online Hard copy on request	
Finalised budget	Online	
Precept	Online	
Borrowing Approval letter	N/A	
All items of expenditure above £100	Online	
Financial Standing Orders and Regulations	Online	
Grants given and received	Online	
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Online	
<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	Online Hard copy on request	
Annual governance statement in format included in the Annual Return form	Online Hard copy on request	
Parish Plan	Online Hard copy on request	
Annual Report to Parish or Community Meeting	Online Hard copy on requests	
Quality status	Online	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Online	
<b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	Online Hard copy on request	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Online Hard copy on request	

Agendas of meetings (as above)	Online Hard copy on request	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Online Hard copy on request	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Online Hard copy on request	
Responses to consultation papers	Online	
Responses to planning applications	Online	
Bye-laws	N/Z	
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Online Hard copy on request	
Policies and procedures for the conduct of Council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers (N/A)</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Online Hard copy of the polices on request	
Policies and procedures for the provision of services and about the employment of staff:  <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services (N/A)</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies (N/A)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Online Hard copies on request	
Records management, personal data and access to information policies  Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Online Hard copy on request	

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only.	N/A	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	N/A	
Assets register, including details of public land and building assets	Online	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	N/A	
Register of members' interests	Online	
Register of gifts and hospitality	N/A	
<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	Online Hard copy on request	
Allotments	Online/newsletter	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Online/newsletter	
Parks, playing fields and recreational facilities	Online	
Seating, litter bins, clocks, memorials and lighting	Picnic tables and benches in play areas	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
<b>Additional Information</b>  Information not itemised in the lists above	N/A	

**Contact Details:**

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Kent TN23 5LB

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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 @ .10.p per sheet (black & white)	Actual cost *
	Photocopying @ .10.p per sheet (colour)	Actual cost
	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>		

\* the actual cost incurred