

Freedom of Information Publication Scheme¹

Reviewed February 2021

The figure of 10p is set as per 'Public Rights of Inspection 11.11'

Information	How can it be obtained?	How much does it cost?
Who we are and what we do?		
Who are the Councillors and what do they do	Website: Annual Meeting of the Parish Council meeting minutes Hardcopy: from the Parish Office	Free Free
Contact details for Parish Clerk and Councillors	Website: Main menu Hardcopy: Parish Magazine publication	Free Free
Location of Parish Office and opening hours	Website: Home page Hardcopy: Parish Magazine publication	Free Free
Staffing structure	Hardcopy: Parish Office	Free
What we spend and how we spend it?		
Annual return form and report by auditor ²³	Hardcopy: Parish Office Annual Return also available on the Website	10p per A4 sheet Free
Agreed Budgets	Hardcopy: Parish Office	10p per A4 sheet
Precept	Website: February Minutes, March Parish Magazine Hardcopy: Parish Office	Free
Financial Regulations and Standing Orders	Hardcopy: Parish Office Website	10p per A4 sheet Free

¹ Freedom of Information Act 2000 s.20

² Audit Commission Act 1998, s.2 and sch. 2 and Accounts and Audit (England) Regulations 2011/817

³ Local Audit and Accountability Act 2014 s.26

List of Grants given in a Financial Year	Website: Minutes of meetings – rolling Grants programme No longer a rolling grants programme and so will be published in February Parish Council Minutes	Free
List of current Contracts and value	Hardcopy: Parish Office, Parish Magazine Hardcopy: Parish Office	Free 10p per A4 sheet
What our priorities are and how we are doing?		
Chairman's Annual Report	Hardcopy: Parish Office, July Parish Magazine	Free
Minutes of meetings and Agendas ⁴	Website: Minutes and Agendas Hardcopy: Parish Office	Free 10p per A4 sheet
Cleaner, Safer, Greener Charter Environmental Policy Adopted Jul 20	Hardcopy and magnetised A5 laminated copies: Parish Office Website	Free Free
How we make decisions?		
Agendas and Minutes of meetings ⁵	Website: Minutes and Agendas Hardcopy: On display in Parish Office.	Free Free
Planning Application comments from Parish Council to Planning Authority	www.sevenoaks.gov.uk Website: Minutes of meeting Hardcopy: Parish Office	Free Free 10p per A4 sheet
Bye Laws	Hard copy: Parish Office	50p per A3 sheet
Policies and Procedures		
Standing orders (procedure)	Hardcopy: Parish Office Website	10p per A4 sheet Free
Code of Conduct	Hardcopy: Parish Office Website	10p per A4 sheet Free

⁴ LGA 1972 s.228

⁵ Public Bodies (Admissions to Meetings) Act 1960 s.1

Burial Ground and Garden of Remembrance Policy	Website: Burial Grounds	Free
Complaints Procedure	Hardcopies: Parish Office Website	Free Free
Lists and Registers		
Register of members Interests ⁶	www.sevenoaks.gov.uk Hardcopies: Parish Office	Free 10p per A4 sheet
Assets Register	Hardcopy: Parish Office	10p per A4 sheet
Services we offer		
Village Halls for hiring	Website: Village Hall pages Hardcopies: Parish Office Facebook, now has its own page	Free Free Free
Allotments for rent	Website: Allotment page Hardcopy or Agreement: Parish Office Facebook: has a closed group for allotment holders	Free Free Free
Burial Ground and Garden of Remembrance	Website: Burial Ground page Hardcopies: Parish Office	Free Free

⁶ Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012/1464