



## Horton Kirby & South Darenth Parish Council

### Freedom of Information Publication Scheme<sup>1</sup>

The Freedom of Information Act came into force in 2005 and encourages greater openness and transparency across the public sector. The Act requires the Council to adopt a scheme of information available to the public as part of its normal business activities. The Information Commissioner's Office, ICO, have produced this model scheme which may be adopted without modification by any public authority without further approval and will be valid until further notice. This document specifies what information the Council will routinely publish, in what format that information will be available and whether the Council will charge for providing the information and if so the level of charge.

Information	How can it be obtained?	How much does it cost?
<b>Who we are and what we do?</b>		
Who are the Councillors and what do they do	Website: Annual Meeting of the Parish Council meeting minutes Hardcopy: from the Parish Office	Free 10p per A4 sheet
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

<sup>1</sup> Freedom of Information Act 2000 s.20

Staffing structure	Hardcopy: Parish Office	Free
<b>What we spend and how we spend it?</b>		
Annual return form and report by auditor <sup>23</sup>	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
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
<b>What our priorities are and how we are doing?</b>		
Chairman's Annual Report	Hardcopy: Parish Office, July Parish Magazine	Free
Minutes of meetings and Agendas <sup>4</sup>	Website: Minutes and Agendas Hardcopy: Parish Office	Free 10p per A4 sheet
<b>How we make decisions?</b>		
Agendas and Minutes of meetings <sup>5</sup>	Website: Minutes and Agendas Hardcopy: On display in Parish Office.	Free Free

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

<sup>3</sup> Local Audit and Accountability Act 2014 s.26

<sup>4</sup> LGA 1972 s.228

<sup>5</sup> Public Bodies (Admissions to Meetings) Act 1960 s.1

Planning Application comments from Parish Council to Planning Authority	<a href="http://www.sevenoaks.gov.uk">www.sevenoaks.gov.uk</a> Website: Minutes of meeting Hardcopy: Parish Office	Free Free 10p per A4 sheet
Bye Laws	Hard copy: Parish Office	50p per A3 sheet
<b>Policies and Procedures</b>		
Standing orders (procedure)	Hardcopy: Parish Office Website	10p per A4 sheet Free
Code of Conduct	Hardcopy: Parish Office Website	10p per A4 sheet Free
Burial Ground and Garden of Remembrance Policy	Website: Burial Grounds	Free
Complaints Procedure	Hardcopies: Parish Office Website	Free Free
<b>Lists and Registers</b>		
Register of members Interests <sup>6</sup>	<a href="http://www.sevenoaks.gov.uk">www.sevenoaks.gov.uk</a> Hardcopies: Parish Office	Free 10p per A4 sheet
Assets Register	Hardcopy: Parish Office	10p per A4 sheet
<b>Services we offer</b>		
Village Halls for hiring	Website: Village Hall pages  Hardcopies: Parish Office	Free 10p per A4 sheet Free
Allotments for rent	<b>Facebook, now has its own page</b>  Website: Allotment page	Free 10p per A4 sheet Free

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

Burial Ground and Garden of Remembrance	Hardcopy or Agreement: Parish Office Facebook: has a closed group for allotment holders  Website: Burial Ground page Hardcopies: Parish Office	Free 10p per A4 sheet
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**For hard copies please contact the Parish Office.**

**Ms Lisa Johnson**  
**Clerk/RFO**  
**HK & SD Parish Council**  
**Parish Office, The Village Hall**  
**Horton Road**  
**South Darent**  
**Kent**  
**DA4 9AZ**  
**01322 865193 or email [office@hksdparishcouncil.co.uk](mailto:office@hksdparishcouncil.co.uk)**

Updated: 8<sup>th</sup> April 2024      Minute: 226      Next Review: April 2025