

Information available from Hildenborough Parish Council under the model publication scheme

Contact details:

The Clerk is Mrs P Gow whose office is at 60 Knowsley Way, Hildenborough TN11 9LQ (01732.832367)

The Website address is www.hildenboroughpc.kentparishes.gov.uk See in particular the 'Parish Council' leg.

All information can be obtained in hard copy from the Clerk.

The Notice Boards are outside the One-Stop Shop, at the Village Hall and at the junctions of Hilden Park Road and B245, Brookmead and B245, Leigh Road and B245

| Information available | How the information can be obtained | Cost |
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| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) | Hard copy from the Clerk, Notice Boards or see website | See Schedule of charges at end |
| Who's who on the Council and its Committees | Ditto | ditto |
| Contact details for Parish Clerk and Council members | ditto | Ditto |
| Location of main Council office and accessibility details | See above | Ditto |
| Staffing structure | Clerk plus 1 caretaker | |

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| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year | | |
| Annual Governance and Accountability Return and report by auditor 2018 Annual Return and report by Auditor in earlier years | Hard copy from Clerk or see website | See Schedule of charges at end |
| Finalised budget | Ditto | Ditto |
| Precept | £67,644 | |
| Borrowing Approval letter | Not Applicable | |
| Financial Standing Orders and Regulations | Hard copy from Clerk or see website | Ditto |
| Grants given and received | Hard copy from Clerk | Ditto |
| List of current contracts awarded and value of contract | Hard copy from Clerk | Ditto |
| Members' allowances and expenses | Hard copy from Clerk | Ditto |

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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan (current and previous year as a minimum) | None | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard copy from Clerk or see minutes on website | See schedule of charges at end |
| Quality status | Not a Quality Council | |
| Local charters drawn up in accordance with DCLG guidelines | None | |

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| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Hard copy from the Clerk, Notice Boards or see website | See schedule of charges at end |
| Agendas of meetings (as above) | Council Meetings on Notice Boards Sub Com. at One Stop | Ditto |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Hard copy from the Clerk, Library or see website | Ditto |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Usually verbal and Minuted | |
| Responses to consultation papers | As above | |
| Responses to planning applications | Hard copy from Clerk or see Minutes on website | Ditto |
| Bye-laws | See Tonbridge & Malling Borough Council | |

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| <p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current Information only</p> <p><u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct- Local Authorities code of Conduct – Kent Code of Contact Emergency Plan incorporating Summary Flood Plan</p> | <p>Hard copy from Clerk or see website Hard copy from Clerk or see website Hard copy from Clerk Hard copy from Clerk or see website</p> | <p>See Schedule of charges at end</p> |
| <p><u>Policy statements</u> Policies and procedures for the provision of services and about the employment of staff:</p> | <p>See policy documents hard copy from Clerk</p> | <p>Ditto</p> |
| <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Complaints procedures (including those covering requests for information and operating Management of Open Spaces and Risk Assessment Subject Access Policy</p> | <p>Hard copy from Clerk</p> | <p>Ditto</p> |
| <p>Records management policies (records retention, destruction and archive)</p> | <p>Hard copy from Clerk</p> | <p>Ditto</p> |
| <p>Data protection policy, Privacy Policy</p> | <p>Hard copy from Clerk or see website</p> | <p>Ditto</p> |
| <p>Schedule of charges (for the publication of information)</p> | <p>See below</p> | <p>Ditto</p> |

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| Class 6 – Lists and Registers | | |
| 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) | None | |
| Assets Register | Hard copy from Clerk | Ditto |
| 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) | Hard copy from Clerk | Ditto |
| Register of members' interests | Hard copy from Clerk or see website | Ditto |
| Register of gifts and hospitality | Hard copy from Clerk | Ditto |

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| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only | | |
| Allotments | None | |
| Burial grounds and closed churchyards | None | |
| Community centres and village halls | None | |
| Parks, playing fields and recreational facilities | Recreation Ground, Village Green, Westwood Open Space | |
| Seating, litter bins, clocks, memorials and lighting | Seating on open spaces 26 lighting columns Jubilee Fountain Litter bins in Open spaces | |
| Bus shelters | Opposite Church | |
| Markets | None | |
| Public conveniences | None | |
| Agency agreements | None | |
| A summary of services for which the council is entitled to recover a fee, together with those fees | None | |

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| Additional Information | | |
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SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 20p per sheet (black & white) | Actual cost * |
| | Photocopying @ 50p per sheet (colour) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |