

Information available from Aldington and Bonnington Parish Council under the Model Publication Scheme.

Information to be published	How the information can be obtained	Cost
<p>Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy and/or website	50p per sheet
Contact details for the Parish Clerk and Council members	Hard copy and/or website	50p per sheet
Location of main Council Office and accessibility details	Hard copy and/or website	50p per sheet
Staffing structure	Not applicable	
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by Auditor	Hard copy and/or website	50p per sheet
Finalised budget	Hard copy and/or website	50p per sheet
Borrowing Approval Letter	Not Applicable	
Financial Standing Orders and Regulations	Hard copy and/or website	50p per sheet
Grants given and received	Hard copy and/or website	50p per sheet
List of current contracts awarded and value of contract	Hard copy and/or website	50p per sheet
Members' allowances and expenses	Hard copy and/or website	50p per sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (Current and previous year as a minimum)	Not Applicable	
Annual Report to Parish Meeting (Current and previous year as a minimum)	Hard copy and/or website	50p per sheet

Quality Status	Not Applicable	
Local Charters draw up in accordance with DCLG guidelines	Not Applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous Council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and Parish meetings)	Hard copy and/or website	50p per sheet
Agendas of meetings (as above)	Hard copy and/or website	50p per sheet
Minutes of meetings (as above) – Nb this will exclude information that is properly regarded as private to the meeting.	Hard copy and/or website	50p per sheet
Reports presented to Council Meetings – Nb this will exclude information that is properly regarded as private to the meeting	Hard copy	50p per sheet
Responses to consultation papers	Hard copy	50p per sheet
Responses to planning applications	Hard copy and/or website	50p per sheet
Bye-laws	Hard copy	50p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
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	Hard copy	50p per sheet
Policies and procedures for the provision of services and about the employment of staff.	Hard copy	50p per sheet

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)		
Information Security policy	Hard copy	50p per sheet
Records management policies (records retention, destruction and archive)	Hard copy	50p per sheet
Data protection policies	Hard copy	50p per sheet
Schedule of charges (for the publication of information)	Hard copy and/or website	50p per sheet
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)		
Asset Register	Hard copy	50p per sheet
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy	50p per sheet
Register of members' interests	Hard copy and/or website	50p per sheet
Register of gifts and hospitality	Hard copy	50p per sheet
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	(Hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy	50p per sheet
Burial grounds and closed churchyards	Not Applicable	
Community Centres and Village Halls	Not Applicable	
Parks, playing fields and recreational facilities	Hard copy	50p per sheet

Seating, litter bins, clocks, memorials and lighting	Hard copy	50p per sheet
Bus shelters	Hard copy	50p per sheet
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy	50p per sheet

Contact Details:

The Parish Clerk

Aldington and Bonnington Parish Council

The Mission Hall

Forge Hill

Aldington

Kent

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Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 50p per sheet (black & white)	Actual cost
	Photocopying @ 70p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (statute to be quoted)

