

## **Information available from Cranbrook & Sissinghurst Parish Council**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website/Newsletter/Hard copy	Free/10p per sheet*
Contact details for Parish Clerk and Council members	Website/Newsletter/Hard copy	Free/10p per sheet*
Location of main Council office and accessibility details	Website/Newsletter/Hard copy	Free/10p per sheet*
Staffing structure	Hard copy	10p per sheet*
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum.		
Annual return form and report by auditor	Website/Hard copy/Noticeboard	Free/10p per sheet*
Finalised budget	Website/Hard copy	Free/10p per sheet*
Precept request	Hard copy	10p per sheet*
Financial Standing Orders and Regulations	Website/Hard copy	Free/10p per sheet*
Grants given and received	Hard copy	10p per sheet*
List of current contracts awarded and value of contract	Hard copy	10p per sheet*
Members' allowances and expenses	Hard copy	10p per sheet*

<p><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</p>		
Parish Plan (current and previous year as a minimum)	Hard copy	10p per sheet*
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/Hard copy	Free
Quality status	Website/Hard copy	Free/10p per sheet*
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/Hard copy	Free/10p per sheet*
Agendas of meetings (as above)	Website/Hard copy	Free/10p per sheet*
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/Hard copy	Free/10p per sheet*
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/Hard copy	Free/10p per sheet*
Responses to consultation papers	Website/Hard copy	Free/10p per sheet*
Responses to planning applications	Website/Hard copy	Free/10p per sheet*
Bye-laws	Website/Hard copy	Free/10p per sheet*

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Financial Regulations Policy statements</p>	<p>Website/Hard copy Website/Hard copy Website/Hard copy Website/Hard copy Website/Hard copy</p>	<p>Free/10p per sheet* Free/10p per sheet* Free/10p per sheet* Free/10p per sheet* Free/10p per sheet*</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Clerk and Deputy Clerks job description and person specification</p>	<p>Hard copy  Website/Hard copy Website/Hard copy Website/Hard copy Website/Hard copy  Hard copy</p>	<p>10p per sheet*  Free/10p per sheet* Free/10p per sheet* Free/10p per sheet* Free/10p per sheet*  10p per sheet*</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website/Hard copy</p>	<p>Free/10p per sheet*</p>
<p>Data protection policies</p>	<p>Website/Hard copy</p>	<p>Free/10p per sheet*</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website/Hard copy</p>	<p>Free/10p per sheet*</p>

<b>Class 6 – Lists and Registers</b>		
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)	Not applicable	
Assets register	Website/Hard copy	Free/10p per sheet*
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	10p per sheet*
Register of members’ interests	Website/Hard copy	Free/10p per sheet*
<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		
Allotments	Website/Hard copy	Free/10p per sheet*
Burial grounds and closed churchyards	Website/Hard copy	Free/10p per sheet*
Vestry Hall, Council Chamber & Addison Room	Website/Hard copy	Free/10p per sheet*
Parks, playing fields and recreational facilities	Website/Hard copy	Free/10p per sheet*
Seating, litter bins, war memorials	Website/Hard copy	Free/10p per sheet*
Bus shelters	Website/Hard copy	Free/10p per sheet*
Streetlights	Website/Hard copy	Free/10p per sheet*
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website/Hard copy	Free/10p per sheet*

**Contact details:**

**Mrs Lori Ham – Clerk**  
**The Old Fire Station**  
**Stone Street**  
**Cranbrook**  
**Kent TN17 3HF**  
**Telephone: 01580 713112**  
**Email: [clerk@cranbrookandsissinghurstpc.co.uk](mailto:clerk@cranbrookandsissinghurstpc.co.uk)**  
**Website: [www.cranbrookandsissinghurstpc.co.uk](http://www.cranbrookandsissinghurstpc.co.uk)**

**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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority