

Upper Hardres Parish Council

Information available under the Freedom of Information Act 2000

Upper Hardres Parish Council, having adopted the requirements contained within the Freedom of Information Act 2000, will publish and/or make available the information detailed below, in accordance with the Publication Scheme.

All applications should be made to the clerk, by letter or email, which will be acknowledged. The Act requires that the information or a refusal be provided within 20 working days of receipt.

The Act excludes the provision of sensitive or confidential information, or information that is available from a higher authority or other statutory organisation or agency.

Data Protection Legislation also prohibits publication of certain categories of information.

updated May 2021

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
Who's who on the Council and its Committees	Website From the clerk	Free Free
Contact details for Parish Clerk and Council members	Website From the clerk Noticeboards	Free Free Free
Staffing structure	n/a - one employee only	

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)		
Annual return form and report by auditor	Website Hard copy	Free 10p per sheet
Finalised budget – limited to last financial year	Website Hard copy	Free 10p per sheet
Precept	From the clerk Hard copy	Free 10p per sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website From the clerk	Free 10p per sheet
Grants given and received	Website (in meeting Minutes) From the clerk	Free Free/10p sheet
List of current contracts awarded and value of contract	From the clerk Hard copy	Free 10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Parish Appraisal 2015	From the clerk	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website meeting Minutes From the clerk	Free Free

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings - current year	Website Hard copy	Free 10p per sheet
Agendas of meetings	Website Hard copy	Free 10p per sheet
Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Noticeboards Hard copy	Free 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 - Detailed in appropriate Minutes	Website	Free
Responses to planning applications - Detailed in appropriate Minutes	Website	Free
Bye-laws – there are no local bye laws specific to the parish	n/a	n/a
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 Public participation at council meetings	Website From the clerk Hard copies	Free Free 10p per sheet

Policy statements Code of Conduct Members' Declarations of Acceptance of Office	Clerk/CCC website Hard copy from the clerk	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Equality & diversity policy Health & safety policy Complaints procedures Communications Policy Complaints Procedure Equality & Diversity Statement	All - Website Hard copy from clerk	All - Free 10p per sheet
General Data Protection Regulation policies	Website Hard copy from clerk	Free 10p per sheet
Records management policies (records retention, destruction and archive)	Website Hard copy from clerk	Free 10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Website Hard copy from clerk	Free 10p per sheet
Register of members' interests	Hard copy from clerk CCC website	10p 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. Contact clerk	
Allotments	None – n/a	

Burial grounds and closed churchyards	None – n/a	
Community centres and village halls	From Bossingham Village Hall Management Committee	Website
Parks, playing fields and recreational facilities	Contact clerk	
Seating, litter bins, notice boards	Contact clerk	
Bus shelters	Contact clerk	
Markets	None – n/a	
Public conveniences	None – n/a	
Agency agreements	None – n/a	

Exclusions

Employment practise and procedure:

Personal records, ie appraisals, staff salary details, disciplinary records etc by virtue of being personal data under the Data Protection Act 1998.

Contact details

Clare Hamilton, Parish Clerk
Upper Hardres Parish Council, 14a Elmstead Place, Folkestone CT20 1QU

tel 01303 257321

uhpc.clerk@gmail.com

The Clerk works from home and under duty of care to employees, members of the public will only be seen by prior appointment at a pre-arranged venue (eg. Bossingham Village Hall). Clerk's working hours are 6 hours per week, between the hours of 9am-5pm, Monday-Friday only.

Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class*

* actual cost incurred by the public authority