

## 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](http://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
<b>Class1 - Who we are and what we do</b> (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 /RFO	

<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		
Annual Governance and Accountability Return and report by auditor 2019 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	£69,742	
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

<b>Class 3 – What our priorities are and how we are doing</b> (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	

<b>Class 4 – How we make decisions</b> (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	

<p><b>Class 5 – Our policies and procedures</b>  (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>

<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)	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

<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	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	

<b>Additional Information</b>		
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**SCHEDULE OF CHARGES**

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