

Information available from Hartley Parish Council under the model publication scheme

<i>Information to be published</i>	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts). This will be current information only.		
Who's who on the Council and its committees	Website Hard copy – contact Clerk	Nil
Contact details for Parish Clerk and Council members	Website Hard copy – contact Clerk	Nil
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Nil
Staffing structure	Website Hard copy – contact Clerk	Nil
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	Hard copy – contact Clerk	Nil
Finalised budget	Website Hard copy – contact Clerk	Nil

Precept	Website Hard copy – contact Clerk	Nil
Financial Standing Orders and Regulation	Hard copy – contact Clerk	Nil
Grants given and received	Hard copy – contact Clerk	Nil
List of current contracts awarded and value of contract	Hard copy – contact Clerk	Nil
Members expenses & Chairman's allowance	Hard copy – contact Clerk	Nil

Class 3 – What are our priorities and how are we doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website Hard copy – contact Clerk	
Annual report to Parish or Community meeting	Website Hard copy – contact Clerk	Nil
Local Council Award Scheme Foundation (valid until January 2016)	Hard copy – contact Clerk	Nil

Class 4 – How we make decisions (Decision making processes and record of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and	Website	Nil

parish meetings)	Hard copy – contact Clerk	
Agenda of meetings (as above)	Website Hard copy – contact Clerk	Nil
Minutes of meetings (as above)	Website Hard copy – contact Clerk	Nil
Reports presented to council meetings	Hard copy – contact Clerk	Nil
Responses to consultation papers	Hard copy – contact Clerk	Nil
Byelaws	Hard copy – contact Clerk	Nil
Class 5 – Our policies and procedures		
(Current written protocols, policies and procedures for delivering services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy – contact Clerk	Nil
Committee and sub committee terms of reference	Hard copy – contact Clerk	Nil
Delegated authority in respect of officers	Hard copy – contact Clerk	Nil
Code of conduct	Hard copy – contact Clerk	Nil
Policy statements	Where applicable – Hard copy –	Nil

Policies and procedures for the provision of services and about the employment of staff:	contact Clerk	
Internal policies relating to the delivery of services	Hard copy – contact Clerk (Standing orders and financial regulations)	Nil
Policies and procedures for handling requests for information	Hard copy – Legal Topic Notes as published by NALC	
Complaints procedures	Hard copy – contact Clerk	Nil
Privacy Policy	Hard copy – contact Clerk	Nil
Records Management Policies (records retention, destruction and archive)	Hard copy – contact Clerk	Nil
Data Protection Policies	Hard copy – contact Clerk	Nil
Class 6 - List and Registers		
Currently maintained lists and registers only. Any publicly available register or list		
Assets Register	Hard copy – contact Clerk	Nil
Register of members' interests	Available by inspection at Parish Office and on the Council's website	Nil

Register of gifts and hospitality	Available by inspection at Parish Office and on the Council's website	Nil
Burial registers	Available by inspection at Parish Office	Nil

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	Website Hard copy – contact Clerk	Nil
Burial Grounds and closed churchyards	Website Hard copy – contact Clerk	Nil
Manor Field Pavilion	Website Hard copy – contact Clerk	Nil
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Nil
Seating, litter bins, clocks, memorials and lighting	Where applicable Hard copy – contact Clerk (Asset register)	Nil
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial ground)	Hard copy – contact Clerk	Nil

Contact details:

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