



Dormansland Parish Council

Parish Clerk – Lisa Liggins
 Lemorne, 87 Lingfield Road, Edenbridge,
 Kent TN8 5DY
 Tel – 01732 866149
 Email – dormansclerk@outlook.com
 Website – www.dormansland.org.uk

Information available from Dormansland Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
Who's who on the Council and its Committees	Website Hard Copy	FoC 20p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	FoC 20p/sheet
Location of main Council office and accessibility details	Website Hard Copy	FoC 20p/sheet
Staffing structure	Hard copy	20p/sheet
<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	20p/sheet
Finalised budget	Hard Copy	20p/sheet
Precept	Hard Copy	20p/sheet
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Hard Copy	20p/sheet
Grants given and received	Website Hard Copy	FoC 20p/sheet
List of current contracts awarded and value of contract	Hard Copy	20p/sheet
Members' allowances and expenses	Hard Copy	20p/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 or Community Meeting (current and previous year as a minimum)	Website Hard Copy	FoC 20p/sheet
Quality status	Not Applicable	
Local charters drawn 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)	Website Notice Boards Hard Copy	FoC FoC 20p/sheet
Agendas of meetings (as above)	Website Notice Boards Hard Copy	FoC FoC 20p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Notice Boards Hard Copy	FoC FoC 20p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	20p/sheet
Responses to consultation papers	Hard Copy	20p/sheet
Responses to planning applications	TDC & DPC Websites Notice Boards	FoC FoC FoC
Bye-laws	Not applicable	
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 Hard Copy Hard Copy Hard Copy Hard Copy	20p/sheet 20p/sheet 20p/sheet 20p/sheet 20p/sheet
Policies and procedures for the provision of services and about the employment of staff: 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)	Hard Copy where available	20p/sheet
Information security policy		
Records management policies (records retention, destruction and archive)	Hard Copy	20p/sheet
Data protection policies	Hard Copy	20p/sheet
Schedule of charges (for the publication of information)	Hard Copy	20p/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)	Available to view at Parish Office	FoC
Assets Register	Hard Copy Available to view at Parish Office	20p/sheet FoC
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)	Available to view at Parish Office	FoC
Register of members' interests	Available to view at Parish Office	FoC
Register of gifts and hospitality	Available to view at Parish Office	FoC
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	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	20p/sheet
Bus shelters	Hard Copy	20p/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)	Not applicable	

Contact details:

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SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class