



### Controlled Document

<b>Title</b>	Publications Scheme
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### Version Control

Version	Date	Author	Description of Change	Sign
1	05.02.2025	Lenham Parish Council	Original Policy	S.Newell



## **PUBLICATION SCHEME**

### **POLICY STATEMENT**

The Parish Council is required by the Freedom of Information Act 2000 to adopt a Publication Scheme. The purpose of the scheme is to be a means by which local councils can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency.

Lenham Parish Council has adopted the Model Publication Scheme. This scheme includes some core information and some optional information.

The information contained in each class will be available in a variety of formats.

The scheme commits an authority:

1. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
2. To specify the information which is held by the authority and falls within the classifications below.
3. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
4. To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
5. To review and update on a regular basis the information the authority makes available under this scheme.
6. To produce a schedule of any fees charged for access to information which is made proactively available.
7. To make this publication scheme available to the public.
8. To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public Model publication scheme Model publication scheme Version 1.2 20151023 2 authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b>	
Who's who on the Council and its Committees	Main notice board and website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/councillors/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/councillors/</a>
Contact details for Parish Clerk and Council members	Notice boards, office window and website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/contact--opening-hours/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/contact--opening-hours/</a>
Location of main Council office and accessibility details	Office window and website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/contact--opening-hours/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/contact--opening-hours/</a>
Staffing structure	Website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/contact--opening-hours/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/contact--opening-hours/</a>
<b>Class 2 – What we spend and how we spend it</b>	
Annual return form and report by auditor	Office and website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/financial-info/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/financial-info/</a>
Finalised budget	Office and website <a href="http://www.lenhamparish.org.uk/shared/attachments.asp?f=032ca5d3%2D4db6%2D48ea%2D9c04%2Dff47f43f3062%2Epdf&amp;o=LPC%2DBUDGET%2D2024%2D25%2Dv6%2Dpre%2Dfinal%2Epdf">http://www.lenhamparish.org.uk/shared/attachments.asp?f=032ca5d3%2D4db6%2D48ea%2D9c04%2Dff47f43f3062%2Epdf&amp;o=LPC%2DBUDGET%2D2024%2D25%2Dv6%2Dpre%2Dfinal%2Epdf</a>
Precept	Office and website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/financial-info/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/financial-info/</a>
Borrowing information	Office and website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/financial-info/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/financial-info/</a>
Financial Standing Orders and Regulations	Office and website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures/</a>
Grants given and received	Office and website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/financial-info/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/financial-info/</a>
List of current contracts awarded and value of contract	Office and website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/financial-info/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/financial-info/</a>
Members' allowances and expenses	Office and website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/financial-info/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/financial-info/</a>

<b>Class 3 – What our priorities are and how we are doing</b>	
Parish Plan (current and previous year as a minimum)	Office and website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/contact--opening-hours/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/contact--opening-hours/</a>
Local charters drawn up in accordance with DCLG guidelines	Website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures/</a>
<b>Class 4 – How we make decisions</b>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Available on notice boards, office window and website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/parish-council-meetings/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/parish-council-meetings/</a>
Agendas of meetings (as above)	Available on notice boards, office window and website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/parish-council-meetings/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/parish-council-meetings/</a>
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Available on notice boards, office window and website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/parish-council-meetings/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/parish-council-meetings/</a>
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Office
Responses to consultation papers	Office
Responses to planning applications	Website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/planning-decisions-2024/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/planning-decisions-2024/</a>
<b>Class 5 – Our policies and procedures</b>	
Policies and procedures for the conduct of council business:	
a. Procedural standing orders	Office or website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures/</a>
b. Committee and sub-committee terms of reference Delegated authority in respect of officers	
c. Code of Conduct Policy statements	
Policies and procedures for the provision of services and about the employment of staff:	Office or website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures/</a>

<p>a. Internal policies relating to the delivery of services Equality and diversity policy</p> <p>b. Health and safety policy</p> <p>c. Recruitment policies (including current vacancies)</p> <p>d. Policies and procedures for handling requests for information</p> <p>e. Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	
Information security policy	Office or website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures</a>
Records management policies (records retention, destruction and archive)	Office or website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures</a>
Data protection policies	Office or website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures</a>
Schedule of charges (for the publication of information)	Office or website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures</a>
<b>Class 6 – Lists and Registers</b>	
Assets Register	Office or website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures</a>
Register of members' interests	Maidstone Borough Council website <a href="https://maidstone.gov.uk/home/primary-services/council-and-democracy/additional-areas/contact-your-parish-council?sq_content_src=%2BdXJsPWh0dHBzJTNBjTjGjTjGbwVldGluZ3MubWFpZHN0b25lLmdvdi51ayUyRm1nUGFyaXNoQ291bmNpbERldGFpbHMuYXNweCUzRklEjTNEjQzJTl2TFMlM0QzJmFsbD0x">https://maidstone.gov.uk/home/primary-services/council-and-democracy/additional-areas/contact-your-parish-council?sq_content_src=%2BdXJsPWh0dHBzJTNBjTjGjTjGbwVldGluZ3MubWFpZHN0b25lLmdvdi51ayUyRm1nUGFyaXNoQ291bmNpbERldGFpbHMuYXNweCUzRklEjTNEjQzJTl2TFMlM0QzJmFsbD0x</a>
Register of gifts and hospitality	Office
<b>Class 7 – The services we offer</b>	
Parks, playing fields and recreational facilities	Website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/parish-services/">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/parish-services/</a>
Seating, bus shelters, litter bins, lighting and other street furniture	Office or website <a href="http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures">http://www.lenhamparish.org.uk/community/lenham-parish-council-15704/lpc-policies--procedures</a>

## COSTS

Type of Charge	Description	Charge
<b>Disbursement cost</b>		
<b>C1</b>	Available via email / website	Free
<b>C2</b>	Photocopying / printing (black & white)	Actual cost 10p per sheet
<b>C3</b>	Photocopying / printing (colour)	Actual cost 20p per sheet
<b>C4</b>	Postage	Actual cost of Royal Mail standard 2nd class
<b>C5</b>	Officer time	Over 1 hour = £25 per hour
<b>Statutory Fee (S1)</b>		In accordance with the relevant legislation