

Information available from Pett Parish Council under the Freedom of Information Act model publication scheme

Pett Parish Council endeavours, as per the Information Act 2000, to have as much information as possible, readily and easily available on its website, as permitted without breaching the Data Protection Act 2018 and the General Protection Data Regulations 2018

The guide below covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table. Services we do not provide are marked as not applicable (N/A).

Please check it carefully to see if the information you seek is there. Should you need the information in a different format (e.g. larger print) please contact the Clerk.

If the information is not available, please contact the council and we will be happy to help. Please make a request, in writing (letter or email) to the Clerk on

clerk@pettnet.org.uk

Island Cottage, Swan Street, Wittersham, Kent TN30 7PH

It would be helpful if you can define your request with an exact description of what you seek plus any relevant time period. Also please advise the format you would like to receive it in and the address to respond to.

Under the Freedom of Information Act of 2000, a confirmation of receipt within 7 days will be issued and a full response within 20 working days. A minimal charge may apply.

A log of all information requests made and the response given is held.

Please note that repetitive requests for the same information from the same person or associated persons may be considered harassment or vexatious. You will be written to if this is the case and asked to narrow down your request. If you have already received this information the council will reissue the response to the previous request.

If you are unhappy with the response to a request you can make an official complaint to the Information Commissioners Office

<https://ico.org.uk/make-a-complaint/foi-and-eir-complaints/foi-and-eir-complaints/> (Live chat available)

Tel: 0303 123 1113

Customer Contact, Information Commissioner's Office, Wycliffe House,
Water Lane, Wilmslow, Cheshire SK9 5AF

Should you need the information in a different format please contact the Clerk.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts Current information only.		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies.	Available from the website on the councillors and council page . A hard copy can be requested.	Free
Postal and email address Contact details for Parish Clerk and Council members.	Available from the website on the councillors and council pages . A hard copy can be requested.	Free
Location of main Council office and accessibility details	Available from the website on the councillors and council pages . Please call the parish clerk to	Free

	arrange accessibility.	
Staffing structure	Available from the website on the council page . A hard copy can be requested.	Free
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit Current and previous financial year.		
Statement of accounts and internal audit report in the format included in the Annual Return form	Available from the website on the Council Accounts page . A hard copy can be requested.	Free from the website or £1 in hardcopy.
Finalised budget	Available from the website on the Council Accounts page . A hard copy can be requested.	Free
Precept	Available from the website on the Council Accounts page . A hard copy can be requested.	Free
Borrowing Approval letter	If any it will be available from the website on the	Free

	Council Accounts page . A hard copy can be requested.	
All items of expenditure above £100	Available from the website on the Council Accounts page . A hard copy can be requested.	Free
Financial Standing Orders and Regulations	Available from the website on the Council Policies page . A hard copy can be requested.	Free
Grants given and received	Available from the website on the Council Accounts page . A hard copy can be requested.	Free
List of current contracts awarded and value of contract	Available from the website on the Council Accounts page . A hard copy can be requested.	Free
Members' allowances and expenses	If there any, these will be available from the website on the Council Accounts page . A hard copy can be requested.	Free
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		
Annual governance statement in format included in the Annual Return form	Available from the website on the Council Accounts page . A hard copy can be requested.	Free
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Available from the website on the Council Minutes page . A hard copy can be requested.	Free
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Available from the website on the Council Policies page . A hard copy can be requested.	Free
Class 4 – How we make decisions Decision making processes and records of decisions		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Available from the website on the Council Calendar page . A hard copy can be requested.	Free
Agendas of meetings back to 2011		

	Available from the website on the Council Agenda and Meeting page . A hard copy can be requested. For earlier documents please contact the clerk.	Free
Minutes of meetings back to 2011 – but excluding material that is properly considered to be exempt from disclosure	Available from the website on the Council Agenda and Meeting page . A hard copy can be requested. For earlier documents please contact the clerk.	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Attached to Council meeting agendas on the website Agendas and meetings page .	Free
Responses to consultation papers	A topic specific page will be created on the website. A hard copy can be requested.	Free
Responses to planning applications	Available for the planning authority website under the planning reference	Free
Bye-laws	None.	

<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Procedural standing orders.</p> <p>Planning Committee terms of reference.</p> <p>Delegated authority in respect of officers – none.</p> <p>Code of Conduct.</p> <p>Policy statements.</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies 	<p>Internal instructions to staff and policies relating to the delivery of services – None.</p> <p>Equality and diversity policy being updated.</p> <p>Health and safety policy.</p> <p>Recruitment policies in addition to the two mentioned above are available from the Council Policies Page.</p>	

<ul style="list-style-type: none"> • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Details of any vacancies shall be made available on the council website.</p> <p>Policies and procedures for handling requests for information.</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme).</p>	
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing) policies</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>		
<p>Assets register, including details of public land and building assets</p>	<p>Available from the website on the Council Accounts page. A hard copy can be requested.</p>	
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>Please contact the Clerk.</p>	

Register of members' interests	Available from the website on the councillors page.	
Register of gifts and hospitality	Available from the website on the councillors page.	
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	N/A	
Burial grounds and closed churchyards	Please contact the Clerk	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Please contact the Clerk	
Seating, litter bins, clocks, memorials and lighting	Please contact the Clerk	
Bus shelters	Please contact the Clerk	
Markets	N/A	
Public conveniences	N/A	

Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional Information Information not itemised in the lists above	Please contact the Clerk	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	N/A
Other	N/A	

* the actual cost incurred