

HARBLEDOWN AND ROUGH COMMON PARISH

COUNCIL

FREEDOM OF INFORMATION ACT 2014 – PUBLICATION SCHEMES

Harbledown and Rough Common Parish Council acknowledges its duties to adopt and maintain a publication scheme.

Person responsible for scheme: Mrs J. Larkinson, Chairman of Parish Council

Person responsible for maintaining scheme on a day to day basis: Mr. D R Frost, Clerk to Parish Council

Members of the public will be able to gain access to information via the following forms of notification where appropriate:

Parish Council Noticeboards
Parish Council Website
Local Newspaper
Annual Parish Council Newsletter

A charge will be made for

Clerk's additional time
Photocopying of original documents
Postage

HARBLEDOWN PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2014 – PUBLICATION SCHEMES

1) COUNCIL INTERNAL PRACTICE AND PROCEDURE (Contains chargeable material)

Minutes of council meetings – limited to the last 2 years (In local newspaper and on website)
Procedural Standing Orders (subject to fee – available on request)
Councils Annual Report to Parish Meeting (on website)
Notice of Meeting and Agendas – limited to forthcoming meeting (on Noticeboards, local newspaper and website)

2) CODE OF CONDUCT (All material chargeable)

Members Declaration of Acceptance of Office) On request
Members Register of Interests) only

Register of Members Interests Book) Subject to fees

3) LOCAL INFORMATION (Contains chargeable material)

Village Appraisal and results (on website)
Details of public spaces, open spaces and dog bins (on Noticeboards and website)
Safety inspection records for playgrounds (Subject to fees)

3) COUNCIL CIRCULARS/NEWSLETTERS (No chargeable material)

Parish Newsletter (circulated throughout the Parish and on website)
Walk Guides (available locally and advertised on website)

5) ALLOTMENTS (No chargeable material)

Advertise vacant allotments (on Noticeboards and website)
Standard tenancy Agreements (on website)

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEMES

Declaration Form

Name of Public Authority: Harbledown and Rough Common Parish Council
Address: 15 Invicta Close

Address: Canterbury
Address: Kent
Address: CT1 3BW

has adopted a bespoke Publication Scheme produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signature
Position: Chairman
Date

The contact details for the person/official who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the organisation's compliance with the

Freedom
of Information Act are:

Name: Mrs D R Frost
Position: Clerk
Address: 15 Invicta Close

Address: Canterbury
Address: Kent
Address: CT1 3BW

Phone: 07837 728164
E-Mail: drf455@btinternet.com