



# Publication Scheme

Adopted 12/05/2025

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1.0	03/07/2017	31/05/2018
2.0	14/05/2018	31/05/2019
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7.0	13/05/2024	31/05/2025
8.0	12/05/2025	31/05/2026

## **1. Introduction**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

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 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.

## **2. Classes of Information**

### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The Services we Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

1. Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
2. Information in draft form.
3. Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

## **3. The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

#### **4. Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

#### **Schedule of Charges**

<b>Type of Charge</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement Cost	Photocopying @ 25 pence per side – A4 (black and white)	Actual cost

	Photocopying @ 40 pence per side – A4 (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class post
	Access to website	Free of charge

## 5. Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## 6. Information Available

This document is the guide to information available from Pembury Parish Council under the model publication scheme and was adopted on 12/05/2025.

### Contact Information:

Pembury Parish Council, Lower Green Recreation Ground, Lower Green Road, Pembury TN2 4DZ

Tel:	01892 823193
e-mail:	clerk@pemburyparishcouncil.gov.uk
website:	<a href="http://www.pemburyparishcouncil.gov.uk">www.pemburyparishcouncil.gov.uk</a>
Responsible Officer:	Helen Munro, Parish Clerk
Office opening hours:	Monday, Wednesday, and Friday 10am to 1pm or by appointment.

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	
This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Web site Hard Copy
Who's who on the Council and its Committees	Web site Hard copy
Contact details for the Clerk and Council members (named contacts where possible with telephone number and email address)	Website Hard copy
Location of main Council office and accessibility details	Web site Hard copy
Staffing Structure	Website Hard copy
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Current and previous financial year as a minimum	Web site Hard copy
Annual return form and report by auditor	Website Hard copy
Finalised budget	Web site Hard copy
Precept	Web site Hard copy
Borrowing Approval letter	Hard copy
Financial Standing Orders and Regulations	Web site Hard copy
Grants given and received	Web site Hard copy
List of current contracts awarded and value of contract	Web site Hard copy
Members' allowances and expenses	Hard copy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Web site Hard copy

<b>Class 4 – How we make decisions</b> (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)	Web site Hard copy
Agendas of meetings (as above)	Web site Notice Boards Hard copy
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Web site Hard copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications (included in minutes)	Website Hard copy
By-laws	Hard copy
<b>Class 5 – Our policies and procedures</b> (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 Financial Regulations Code of Conduct Policy statements	Web site Hard copy
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services. Equality and Diversity policy Health and Safety policy Recruitment policies (including current vacancies) Complaints procedures (including those covering requests for information and operating the publication scheme)	Web site Hard copy
Information Security policy	Web site Hard copy
Records management policies (records retention, destruction and archive)	Web site Hard copy
Data protection policies	Web site Hard copy
Schedule of charges (for the publication of information)	Web site Hard copy

<b>Class 6 – Lists and Registers</b> 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)	Hard copy
Assets Register	Website Hard copy
Register of members' interests	Website Hard copy
Register of gifts and hospitality	Hard copy
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only.	
Allotments	Web site Hard copy
Burial grounds and closed churchyards	Web site Hard copy
Parks, playing fields and recreational facilities	Web site Hard Copy
Seating, litter bins, memorials and lighting	Web site Hard Copy
Bus shelters	Hard copy
Newsletters	Web site Hard copy