

APPLEDORE PARISH COUNCIL



Appledore Parish Council Publication of Information Scheme (2015)

Appledore Parish Council endeavours to make information regarding the council, easily available from its website. However, should any elector wish for additional information to that published, this can be simply attained by contacting the Parish Clerk in writing detailing the information sought. Information sought in hard copy (paper) of substantial size may be charged at cost and postage. The Clerk will advise of any charge which will be due prior to the information being sent out.

Appledore Parish Clerk – Mrs Mary Philo, Island Cottage Swan Street, Wittersham, Kent. TN30 7PH. Email: mphiloappledoreparishcouncil@gmail.com

Charges: to be paid in advance

Black and white A4 page - 20p a page Colour A4 page – 50p a page Disc – cost of disc
Memory Stick – cost of stick Other size pages to be advised at the time

(Access requests are charged at £10 a request)

In order to assist those seeking information, please consult the following table.

| Information published | How the information can be obtained | Cost |
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| Class 1: Who the council is and what it does Council members and contact details Parish Clerk and Council Office (Appledore Parish Council has no sub-committees) | Available from the website or hard copy from the Clerk | Free or hard copy as per charges indicated above |
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| <p>Class 2: What the council spends and how the council spends it</p> <p>Annual return form and report by auditor</p> <p>Finalised budget</p> <p>Precept</p> <p>Financial regulations</p> <p>Grants given and received</p> | <p>Available from the website or hard copy from the Clerk</p> <p>“</p> <p>“</p> <p>“</p> | <p>Free or hard copy as per charges indicated above</p> |
| <p>Class 3: What are the council's priorities and how the council is doing</p> <p>Parish Plan</p> <p>Annual Report</p> | <p>Available from the website</p> <p>Contact the Clerk</p> | <p>Free</p> <p>Charged as indicated above</p> |
| <p>Class 4: How we make decisions</p> <p>Time table of meetings</p> <p>Agendas of meetings</p> <p>Minutes of meetings</p> <p>Reports made to council (attached to minutes)</p> <p>Responses to consultation papers (attached to minutes or part of minutes)</p> <p>Bye-laws</p> <p>Responses to planning application (included within minutes). Also available from Ashford</p> | <p>Available from the website or hardcopy from the Clerk</p> <p>“</p> <p>“</p> <p>“</p> <p>“</p> | <p>Free or hard copy as per charges indicated above</p> |

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| Borough Council Website under planning applications | | |
| Class 5: Council Policies and Procedures | | |
| Code of Conduct Standing Orders Co-option Policy | Available from the website or hardcopy from the Clerk | Free or Hard copy as per charges indicated above |
| Class 6: Lists and Registers | | |
| Asset list Register of members' interests Register of gifts and hospitality | Available from the website or hardcopy from the Clerk | Free or Hard copy as per charges indicated above |
| Class 7: Services the council offers | | |
| Public Conveniences | Contact the Clerk | |
| Class 8: Additional Information | | |
| None at present | | |