

BREDHURST PARISH COUNCIL

Freedom of Information Policy and Publication Scheme

Adopted: October 2017

Reviewed: July 2026



Bredhurst Parish Council, like all other public authorities, is subject to the Freedom of Information Act 2000 ("the Act"). The Act aims to make information held by public authorities more accessible to the public and allows individuals and companies to request a wide variety of material. This document is based on the Model Publication Scheme for Parish/Community Councils as approved by the Information Commissioner. Many of the items covered by the Scheme are regularly published on the notice boards and on the website. The terms under which other items of information may be viewed, were reviewed by the Parish Council and are set out below. The categories of information covered by the Scheme, and the terms pertaining to each, are listed in the schedule below.

TERMS UNDER WHICH ITEMS ARE AVAILABLE

1. Items will be available for inspection only to Bredhurst Parishioners, unless the Parish Council agrees that an exception should be made.
2. Where items are not freely available on the notice boards or the website, a copy may be requested in writing giving two weeks' notice from the Clerk and a charge of 20p per sheet with a minimum charge of £5.00 will be made to cover the cost of the photocopying, the Clerk's time in dealing with the request, and the postage and packing (by Royal Mail Standard Second Class Delivery). The charge is to ensure that ratepayers do not have to pay collectively for the added legal requirement but so that it shall fall on the individuals who exercise the right. It is also intended to act as a deterrent to frivolous or mischievous requests.
3. If your preference is to inspect the records containing the information, written application should be made at two weeks' notice to the Clerk for an appointment for viewing at Blacksmith Barn. A reasonable time will be allowed for viewing and the taking of notes.
4. Information will not be made available where it is readily available elsewhere e.g. via Maidstone Borough Council's Offices under existing arrangements.
5. These arrangements will be reviewed bi-annually.

Published Information	How it can be obtained	Cost
Class 1 - Who we are and what we do (current information only)		
Who's who on the Council	Website	Free
Contact details for Parish Clerk and Councillors	Hard copy	At cost
Class 2 – What we spend and how we spend it (current and previous financial year as a minimum)		
Annual Return form and report by auditor	Website	Free
Financial Regulations	Hard copy	At cost
Precept	Hard copy	At cost
Finalised budget		
Grants given and received		
List of current contracts awarded and value of contract		

Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish Meeting (current and previous)	Website Hard copy	Free At cost
Class 4 – How we make decisions (current and previous Council year as a minimum)		
Timetable of meetings	Noticeboard	Free
Agendas of meetings	Website	Free
Minutes of meetings	Hard copy	At cost
Reports presented to meetings	Hard copy	At cost
Responses to consultation papers		
Responses to planning applications	Planning portal Hard copy	Free At cost
Class 5 – Our policies and procedures (current information only)		
Policies and procedures for the conduct of council business: • Standing Orders • Financial Regulations & Transactions • Terms of Reference • Code of Conduct • Complaints Policy • See website for full list of policies	Website Hard copy	Free At cost
Policies and procedures for the provision of services and about the employment of staff: • Internet Usage Policy • Policies and procedures for handling requests for information • Barn, allotment and community field policies • Schedule of charges (for the publication of information)	Website Hard copy	Free At cost
Class 6 – Lists and Registers (currently maintained lists and registers only)		
Register of Electors	By inspection only	At cost
Asset Register	Hard copy	At cost
Register of Interests	Website Hard copy	Free At cost
Class 7 – The services we offer (current information only)		
Blacksmiths Barn, allotments, playing field, seating and notice boards	Hard copy	At cost

Website: www.bredhurst-pc.gov.uk

Hard copies are available on application to the Parish Clerk:

C/O Camellia,

Dunn Street Road,

Bredhurst

Kent

ME7 3NB

clerk@bredhurst-pc.gov.uk