



# **BIDBOROUGH PARISH COUNCIL**

## **Freedom of Information**

This publication scheme has been prepared in accordance with that provided by the Information Commissioner. It was adopted in May 2021 and will remain valid until further notice. Bidborough Parish Council as an authority makes information available to the public as part of its normal business activities via its notice board, website and Facebook facility. It is the policy of Bidborough Parish Council to make access to information about the Council's activities as easy as possible. The information covered is provided below, where this information is held by the authority. Bidborough Parish Council aim:

- to proactively publish or otherwise make available as a matter of routine, information it receives from Tunbridge Wells Borough Council, Kent County Council and other bodies we deal with, which is available to the council.
- to specify the information which is held by the authority.
- to proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- to review and update on a regular basis the information the authority makes available under this scheme.
- to produce a schedule of any fees charged, shown below, for access to information which is made proactively available.
- to make this publication scheme available to the public.

Payment may be requested prior to provision of the information. Written requests for 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.

**Classes of Information available from Bidborough Parish Council  
under the model publication scheme**

<b>Information to be published</b>	<b>How the information can be obtained (See charges below)</b>
<b>Approved Minutes of meetings</b>	Website, Hard Copy
<b>Reports presented to Council meeting</b>	Website, Hard Copy
<b>Responses to consultation papers</b>	Website, Hard Copy
<b>Responses to planning applications</b>	Website, Hard Copy
<b>Bye-laws</b>	Website, Hard copy
<b>Standing Orders/Code of Conduct</b>	Website, Hard Copy
<b>Complaints procedure</b>	Website, Hard Copy
<b>Register of members' interests</b>	TWBC website
<b>Allotments</b>	Application to Clerk
<b>Burial grounds and closed churchyards</b>	Application to Clerk
<b>Parks, playing fields and recreational facilities</b>	Application to Clerk
<b>Seating, litter bins, memorials, lighting, village signs</b>	Application to Clerk
<b>Bus shelter</b>	Application to Clerk
<b>Contact details for the Parish Clerk and Council Members</b>	Website, Parish Magazine
<b>Annual Return Form &amp; Audit Report</b>	Website. Hard Copy Noticeboard for Set Time
<b>Finalised budget</b> Following agreement at Full Council meeting	Website, Hard Copy
<b>Precept</b> Following agreement at Full Council meeting	Website, Hard Copy
<b>Timetable of meetings</b>	Website, Hard Copy, Parish Magazine
<b>Agendas of meetings</b>	Website, Facebook, Noticeboard
<b>Policies</b>	Website, Hard Copy

**Costs:**

- Photocopying of existing material in the Parish Office (maximum A4 size) – 10p per sheet
- Reproduction of existing material that cannot be done in the Parish Office – to be quoted on a case-by-case basis depending on the exact requirements, the location of the copying facility to be used and the staff time/travelling expenses/postage costs involved.
- Postage (using the service that you prefer) – at cost
- Staff time to find, sort, edit or reformat material - £25 per hour if time costs, with disbursements, exceed £50

In general, the Council has 20 working days in which to respond to a request for information under the Freedom of Information Act 2000. Where a fee is to be charged, the Clerk will write to advise you of the cost of providing the information, and the response period will cease to run. The twenty working day response period will restart from the day the Clerk receives your payment. Please note that the Council does not have to provide the information if you fail to pay within 3 months.