

Newenden Parish Council (NPC)

**Information available from Newenden Parish Council under the
FREEDOM OF INFORMATION ACT model publication scheme¹.**

Information to be published by class	How the Information can be obtained	Cost
Who we are and what we do – organisational information, locations and contacts, constitutional and legal governance		
Who's who on the Council, responsibilities and Committees	Website Hard copy	Free Free
Contact details for Parish Clerk and Council Members	Website Hard copy	Free Free
What we spend and how we spend it – financial information relating to projected and actual income and expenditure, procurement and contracts		
Annual return form Report by auditor	Website / Hard copy Hard copy	Free Free
Finalised budget and precept	Hard copy	Free
Financial regulations	Website Hard copy	10p / sheet
Grants given and received	Hard copy	Free
List of current contracts and value	Hard copy	Free
What our priorities are and how we are doing – strategy and performance information, plans, assessments, inspections and reviews		
Annual report to Village Meeting	Website Hard copy	Free Free
How we make decisions – policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.		
Dates of meetings (Council and parish meetings)	Website Hard copy	Free Free
Agendas of meetings	Website Hard copy	Free Free
Minutes of meetings (except closed sessions)	Website Hard copy	Free 10p / sheet
Responses to consultations and planning applications	Hard copy	Free
Our policies and procedures – current written protocols for delivering our functions and responsibilities		
Procedural Standing Orders	Website Hard copy	Free 10p / sheet
Committee Terms of Reference*	Hard copy	Free
Code of Conduct	Website Hard copy	Free 10p / sheet
Risk Management protocol*	Hard copy	10p / sheet
Privacy Policy - website	Website Hard copy	Free Free
Data protection and privacy policy - general	Website Hard copy	Free 10p / sheet

¹ Model Publication scheme, version 1.2 Information Commissioner's Office.

Health and Safety policy statement	Website Hard copy	Free Free
Information to be published by class	How the Information can be obtained	Cost
Safeguarding Policy	Website Hard copy	Free Free
Freedom of Information Act – publication scheme	Website Hard copy	Free Free
Grants protocol*	Hard copy	Free
Complaints procedure*	Hard copy	Free
Lists and registers – information held in registers required by law and other lists and registers relating to the functions of the council.		
Any publicly available register or list	Hard copy	Free
Assets register*	Hard copy	Free
Register of members interests	Available for inspection	Free

* information currently in development, not yet available for publication

The classes of information will not generally include:

- 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.
- Information in draft form.
- 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.

Contact details:

Mrs Lauren Dobson, Newenden Parish Clerk

Newenden Parish Council

C/o Carpens

Hobbs Lane

Beckley

TN31 6TT

Email: Enquiries@Newenden-PC.gov.uk

Website: [Newenden Parish Council - Serving Our Community \(newenden-pc.gov.uk\)](http://Newenden Parish Council - Serving Our Community (newenden-pc.gov.uk))

All information requests will be responded to within 20 working days.

Policy Drafted: June 2024 by Newenden Parish Council Clerk.

Policy Approved: 2nd July 2024

Policy review date: By July 2026 Within 2 years of being approved

