



## Aylesford Parish Council

### Freedom of Information Guide to Information

The Freedom of Information Act came into force in 2005 and encourages greater openness and transparency across the public sector. The Act provides individuals or organisations with the right to request information held by a public authority.

The Act requires the Council to adopt a guide to information. This document specifies what information the Council will routinely publish, in what format that information will be available and whether the Council will charge for providing the information and if so the level of charge.

#### **Class 1 Information – who we are and what we do. (Organisations information, structures, locations and contacts) This will be current information only.**

<b>Information to be Published</b>	<b>How the information can be obtained</b>
Who's who on the Council and it's Committees	Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone numbers and email addresses)	Website
Location of main Council Office and accessibility details	Website

#### **Class 2 Information – What we spend and how we spend it. (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum)**

<b>Information to be Published</b>	<b>How the information can be obtained</b>
Annual Audit Return including comments from External Auditor	Website
Budget details	Website
Financial Regulations	Website
List of all Expenditure over £500 Net	Website

#### **Class 3 Information – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews).**

<b>Information to be Published</b>	<b>How the information can be obtained</b>
Annual Report to Parish Meeting, Chairman's report	Website

#### **Class 4 Information – How we make decisions (Decision making process and records of decisions. Current and previous year as a minimum)**

<b>Information to be Published</b>	<b>How the information can be obtained</b>
Timetable of Council, Committee and Sub-Committee meetings	Website
Minutes of Council, Committee and Sub-Committee meetings	Website
Agendas and reports for Council, Committee and Sub-Committee meetings	Website

Responses to consultation papers	Hard copy
Responses to planning applications	Hard copy
Byelaws	Hard copy

**Class 5 Information – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only)**

<b>Information to be Published</b>	<b>How the information can be obtained</b>
Standing Orders	Website
Financial Regulations	Website
Terms of Reference for Committees	Website
Code of Conduct	Website
Equal Opportunity Policy	Website

**Class 6 Information – Lists and Registers (Currently maintained lists and registers only)**

<b>Information to be Published</b>	<b>How the information can be obtained</b>
Register of members interests	Website
Register of gifts and hospitality	Hard copy
Asset Register	Website

**Class 7 Information – The services we offer (Information about these services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  
Current information only**

<b>Information to be Published</b>	<b>How the information can be obtained</b>
General Regulations and Conditions for the Hire of Sports Pitches	Hard copy
Policy for the Hire of Public Open Spaces	Hard Copy
Recreation Ground charges	Hard copy
Cemetery Regulations	Hard copy
Cemetery Fees	Hard copy
Allotment Regulation	Hard copy

**Information will either be provided on the website at no charge or on hard copy where there is a charge of 10p per sheet. For hard copy please contact the Parish Office.**

**Mrs. Melanie Randall**

**Clerk**

**Aylesford Parish Council**

**Parish Office, 23 Forstal Road**

**Aylesford**

**Kent, ME20 7AU**

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