



Information available from Ash Parish Council (Dover District) under the model publication scheme.

Adopted 13th March 2017 Minute 17.72 ii) / Vs 1 / 2017 ; Amended 20th March 2019 Minute 19.65 iii) Vs 2 2019; Amended 8th March 2021 Minute 21.42 iii) Vs 2021

The ICO expects Ash Parish Council to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The legal commitment is to the publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Most information is available on the Ash Parish Council web-site (<https://www.ashparishcouncil.gov.uk>). If it is only available in hard-copy this is noted on the schedule. Ash Parish Council noticeboards are on the DDC Toilet Block located at The Street, opposite Chequer Lane corner, and at the Ash Village Hall, Queens Road, Ash. The

latest minutes and current agenda, contact details for councillors and current information are also on the noticeboards. Contact details for the Clerk and the date of the monthly meeting are published in the Ash with Westmarsh Parish magazine. There is an Onlooker column in the magazine giving an individual's view of the monthly meeting. Reports of the monthly meetings are in the East Kent Mercury in the Community News section as appropriate. The Clerk can be contacted on clerk@ashparishcouncil.gov.uk

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published guidance on the dataset provisions in FOIA on their [website](#). This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy or Ash Parish Council web-site)	See schedule for copying charges

Who's who on the Council and its Committees	Web-site	
Contact details for Parish Clerk and Council members (named contact with telephone number and email address)	Web-site	
Location of main Council office is not accessible. Meetings with members of the public will be held in an accessible location such as the Ash Village Hall or other suitable venue.	Web-site	
Staffing structure	Web-site	
Class 2 – 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	(hard copy or Ash Parish Council website)	
Annual return form and report by auditor	Web-site	
Finalised budget	Web-site	
Precept	Web-site	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Web-site	
Grants given and received	Web-site	
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Web-site	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or Ash Parish Council website)	

Parish Plan (current year and previous year as a minimum)	Hard copy 2009 only	Free
Annual Report to Parish or Community Meeting	Web-site	
Quality status (Ash Parish Council does not have Quality Status)	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Draft Ash Neighbourhood Development Plan	Web-site	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or Ash Parish Council website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Web-site	
Agendas of meetings (as above)	Web-site	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Web-site	
Minutes of meetings (prior to 2008)	Available for inspection	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	
Responses to consultation papers	Web-site (in minutes)	
Responses to planning applications	Web-site	
Bye-laws	Hard copy	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or Ash Parish Council website)	
Policies and procedures for the conduct of council business:		

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements – Finance Regulations; Information and Data Protection Policy;	Web-site Hard copy Web-site Web-site Web-site	
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Not available Web-site <i>To be codified</i> Refer to KALC best practice Refer to ICO best practice Refer to KALC / ACAS best practice	
Information security policy	Hard copy	
Records management policies (records retention, destruction and archive)	Web-site	
Data protection policies - see Information and Data Protection Policy	Web-site	
Schedule of charges (for the publication of information)	Web-site	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or Ash Parish Council website)	

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Hard copy	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not held	
Register of members' interests	DDC Web-site	
Register of gifts and hospitality	Hard copy	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or Ash Parish Council website)	
Allotments	Web-site	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Web-site	
Seating, litter bins, clocks, memorials and lighting	Web-site	
Bus shelters	Web-site	
Markets	Not applicable	
Public conveniences	Web-site	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Information about Local Clubs and Organisations	Web-site	
Information about local events	Web-site	
Booklet on Community Groups 2016	Hard copy	Free

Contact details: Clerk, Mrs Christine Haggart, 5 Fairview Road, Elvington KENT CT15 4EP

Tel: 01304 832909

E-mail: clerk@ashparishcouncil.gov.uk

Web-site: www.ashparishcouncil.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and are published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority