



Broomfield and Kingswood Parish Council

www.broomfieldandkingswoodpc.kentparishes.gov.uk



FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

Broomfield and Kingswood Parish Council, like all other public authorities, are 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 noticeboards 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 Broomfield and Kingswood Parishioners unless the Parish Council agrees that an exception should be made.
2. Where items are not freely available on the noticeboards 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 £2.00 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).
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 a suitably convenient location e.g. Village Hall. A reasonable time will be allowed for viewing and the taking of notes. A charge will be made not exceeding £10 plus the hire of the Village Hall for the period required.
4. Information will not be made available where it is readily available elsewhere e.g. at the Borough Council's Offices under existing arrangements.
5. These arrangements will be reviewed annually.



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Categories of information covered by the publication scheme and how they will be made available

CLASS 1 – Who We Are and What We Do - Current Information Only

(Organisation information, structures, locations, and contacts)

1.1 Who's Who on the Council and its Committees

Published on the website and in the Parish News

1.2 Contact Details for Parish Clerk and Council Members

Published on the website, on the noticeboard and in the Parish News

1.3 Location of Main Council Office and accessibility details

Published on the website and on noticeboards.

1.4 Staffing Structure

Available by written request to the Clerk

CLASS 2 – What we Spend and How we Spend It - Current and Previous Financial Year Only

(Financial Information relating to projected and actual income and expenditure,

Procurement, contracts, and financial audit)

2.1 Annual Return Form and Report by Auditor

Published on the website and available by written request to the Clerk

2.2 Finalised Budget

Published on the website and available by written request to the Clerk

2.3 Precept

Published on the website and available by written request to the Clerk

2.4 Financial Regulations

Published on the website and available by written request to the Clerk

2.5 Grants Received and Given

Available by written request to the Clerk

2.6 List of current contracts awarded and value of contracts

Available by written request to the Clerk



Broomfield and Kingswood Parish Council

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2.7 Members Allowances and Expenses

Available by written request to the Clerk

CLASS 3 – What our Priorities Are and How We Are Doing

(Strategies and plans, performance indicators, audits, inspections & reviews)

3.1 Parish Plan

Published on the website and available by written request to the Clerk

3.2 Annual Report to Parish Meeting (current and previous year only)

Published on the website and available by written request to the Clerk

CLASS 4 - How We Make Decisions – Current and previous year only

(Decision making processes and records of decisions)

4.1 Timetable of Council Meetings including Committees

Published on the website.

4.2 Agendas of Meetings including Committees

Published on the website and on noticeboards.

4.3 Minutes of Meetings including Committees (will exclude information that is properly regarded as private to the meeting)

Published on website and on noticeboards.

4.4 Reports presented to Council meetings (will exclude information that is properly regarded as private to the meeting)

Available by written request to the Clerk.

4.5 Responses to consultation papers

Available by written request to the Clerk.

4.6 Responses to planning applications

Available by written request to the Clerk.



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CLASS 5 – Our Policies and Procedures – Current Information Only

(Current written protocols, policies, and procedures for delivery our services and responsibilities)

The following information is available by written request to the Clerk and available on our website;

5.1 Standing Orders

5.2 Financial Regulations

5.3 Committee and Sub-Committee Terms of Reference

5.4 Delegated Authority in Respect of Officers

5.5 Code of Conduct

5.6 Policy Statements

5.7 Complaints Procedures (including those covering requests for information and operating the publication scheme)

CLASS 6 – Lists and Registers – Current maintained lists and registers only

The following information is available by written request to the Clerk

6.1 Any publicly available register or list

6.2 Assets Register

6.3 Register of Members' Interests

6.4 Register of Gifts and hospitality

CLASS 7 – The Services We Offer – Current Information Only

(Information about the services we offer, including leaflets and newsletters)

Information on the following is available by written request to the Clerk

7.1 Playing Fields and Recreational Facilities

7.2 Seating, salt bins and litter bins



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How do I make a request?

Requests must be made in writing via letter or email, and should include:

- Your name and address for correspondence;
- A clear statement of the information you are requesting;
- A contact telephone number in case the Parish Clerk needs to discuss your request;
- The form in which you wish to receive your information.

Where do I send my request?

Requests by letter should be sent to:

Broomfield and Kingswood Parish Council, 1 Copperfield Close, Kingwood ME17 3PW

Requests by e-mail should be sent to:

parishclerk@bandkpc.org

What the Council will do when it receives your request?

The Council will promptly acknowledge your request.

The Parish Clerk will let you know if he/she requires further information in order to identify and locate the information you have requested. If your request is ambiguous in any way, or open to interpretation, the Clerk will contact you in order to clarify your request. Your request will not be dealt with until clarification is received.

If the Council does not hold the information requested, it will consider whether it may be appropriate to transfer your request to another public authority. In doing so the Council will follow the guidance in section III of the Secretary of State for Constitutional Affairs Code of Practice on the discharge of public authorities functions under Part 1 of the Freedom of Information Act 2000, issued under Section 45 of the Act HC 33

(<https://www.gov.uk/government/publications/code-of-practice-on-the-discharge-of-public-authorities-functions-under-part-1-of-the-freedom-of-information-act-2000>).

How long does it take to action?

The Council is obliged to comply with the obligations under the Act promptly and (subject to limited exceptions) within 20 working days following the date it receives your request. If the Parish Clerk needs to ask you for clarification of the request, the 20-working day period does not start until that is received. If payment is required the 20-day working period is paused on the day a fees notice is issued and restarts on receipt of the payment.



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If (in the limited circumstances where the Council is permitted to do so) it needs to extend the timescale to give proper consideration to the request then the Parish Clerk will inform you of this.

Are there circumstances in which the Council's obligations under the Act will not apply?

Yes. The Council is not obliged to comply with repeated or vexatious requests nor with requests that exceed the cost limit (see below).

Furthermore, the Act contains a number of exemptions from these obligations, most of which involve the application of a public interest test. If your request is refused, our reply will identify which exemption (or exemptions) the Council is relying on. Where applicable, the Council will explain why it has decided that the public interest in withholding the information (or in neither confirming nor denying that it holds it) outweighs the public interest in disclosing (or confirming/denying).

Consultation with third parties

If your request relates to a person/company other than yourself and the Council or where disclosure of the information you are requesting could affect the interests of another person, the Council may need to consult that third party before responding to your request.

Complaints & Appeals

Should you be unhappy with the outcome of a request under the Act, you should in the first instance contact the Parish Clerk, who will review your complaint, reconsider any decisions relating to the release or withholding of information and, if appropriate, provide a further response. If, after review, the original response is considered correct, your complaint will be reconsidered by the Chairman of the Parish Council.

If you are dissatisfied with the results of the Council's internal review, you may appeal to the Information Commissioner (refer to <https://ico.org.uk> for details).

Adopted: 21 August 2023

Reviewed: Annually

Signed: