



Freedom of Information (Foi) Publication Scheme

Yalding Parish Council (YPC) is responsible for maintenance of this scheme.

1. Introduction

What a publication scheme is and why it has been developed.

This publication scheme commits YPC to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by YPC.

The scheme commits YPC to:

- Proactively publish or otherwise make available as a matter of routine, information including environmental information, which is held by YPC and falls within the classification below
- To specify the information which is held by YPC and falls within the classifications below
- 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 this information is made routinely available so that it can easily be identified and accessed by members of the public
- To review and update on a regular basis the information YPC makes available under this scheme
- To produce a schedule of any fees charged for access to information which is made proactively available
- To make this publication scheme available to the public

The method by which information published under this scheme will be made available.

YPC will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of YPC information will be provided on The Councils website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by

the website, The Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in any other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

2. Charges

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by YPC for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

Charges may be made for information provided under this scheme where legally permitted. Any charges must be justified, consistent with the general principles of the right of access to information held by public authorities, and set out in a published schedule of fees that is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to the provision of the information.

3. Written Requests

Information held by YPC 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.

INFORMATION AVAILABLE FROM YALDING PARISH COUNCIL (YPC) UNDER THE MODEL PUBLICATION SCHEME

The following table sets out the information YPC routinely publishes in accordance with the ICO Model Publication Scheme.

Information to be published	How the information can be obtained (Hard Copy & Website some information may only be available by inspection)	Cost (Per sheet unless it is specified per document*)
<p>Class1 - Who we are and what we do</p> <p>Organisational information, structures, locations and contacts</p> <p><i>This will be current information only</i></p> <p><i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i></p>		
Who's who on the Council and its Committees	Hard Copy & Website	10p
Contact details for The Parish Clerk, office telephone number and email address is published.	Hard Copy & Website	10P
Council Members are named on the Council website, any .gov email address will be shared.		
Location of main Council office and accessibility details <i>The Council does not currently have an office.</i>	Hard Copy & Website	10p
Staffing structure	Hard Copy & Website	10p
<p>Class 2 – What we spend and how we spend it</p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</p> <p><i>Current and previous financial year as a minimum</i></p>		
Annual return form and report by auditor	Hard Copy & Website	£1*
Finalised budget	Hard Copy & Website	10p
Precept (<i>within the budget</i>)	Hard Copy & Website	10p
Borrowing Approval letter	N/A at this time	10p
Financial Standing Orders and Regulations	Hard Copy & Website	10p
Grants given and received	Hard Copy	10p
List of current contracts awarded	Hard Copy & Website	10p

Members' allowances and expenses	<i>Members currently do not take an allowance. Out of pocket expenses approved at Full Council Meetings and become part of the minutes</i>	10p
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews		
Parish Plan (current and previous year as a minimum) <i>The Council holds an historic Parish Plan, which is no longer current. A Neighbourhood Plan is currently in development. Information about current priorities and planned projects is recorded through the Council's budget and minutes.</i>	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy & Website	£2*
Quality status	<i>Do not hold this status</i>	N/A
Class 4 – How we make decisions		
Decision making processes and records of decisions		
<i>Current and previous council</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy & Website	10p
Agendas of meetings (as above)	Hard Copy & Website	10p
Minutes of meetings (as above) NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy & Website	10p
Responses to consultation papers	Hard Copy	10p
Responses to planning applications	Hard Copy & Website	10p
Bye-laws	Hard Copy	10p
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p
Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities		
<i>Current information only</i>		

<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Code of Conduct Policy statements Committee and sub-committee terms of reference <i>(Currently no committees or sub-committees.)</i> Delegated authority in respect of officers – Scheme of Delegation</p>	Hard Copy & Website	10p
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Yalding Parish Council holds a range of internal policies that support the delivery of its functions and responsibilities, including but not inclusive of:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information</p>	Hard Copy & Website	10p
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy & Website	10p
Records management policies (records retention, destruction and archive)	Hard Copy & Website	10p
Data protection (GDPR) policies	Hard Copy & Website	10p
Schedule of charges (for the publication of information)	Hard Copy & Website	10p
Information security policy	Hard Copy & Website	10p
<p>Class 6 – Lists and Registers</p> <p><i>Currently maintained lists and registers only</i></p>		
Any publicly available register or list (if any are held this should be publicised, in most circumstances existing access provisions will suffice)	<i>All lists covered somewhere else on this publication scheme</i>	N/A
Assets Register	Hard Copy & Website	10p
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)	<i>N/A at this time</i>	N/A
Register of members' interests	Hard Copy & Website	10p
Register of gifts and hospitality	Hard Copy	10p

<p>Class 7 – The services we offer</p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p><i>Current information only</i></p>		
<p>Parks, playing fields and recreational facilities</p> <ul style="list-style-type: none"> • Financial information (see Class 2) • Asset register (see Class 2) • Risk assessments (see Class 5) <p><i>No additional service specific publications are produced</i></p>	Hard Copy	10p
<p>Seating, litter bins, clocks, memorials and lighting</p> <ul style="list-style-type: none"> • Financial information (see Class 2) • Asset register (see Class 2) <p><i>No additional service specific publications are produced</i></p>	Hard Copy	10p
<p>Bus shelters</p>	N/A	N/A
<p>Public conveniences (managed by YPC, owned by MBC)</p> <p>Information held:</p> <ul style="list-style-type: none"> • Financial information relating to management under the PSS(see Class 2) <p><i>No leaflets or service specific publications are produce</i></p>	Hard Copy	10p
<p>Agency agreements</p> <p><i>The Council does not hold any formal agency agreement</i></p>	N/A	N/A
<p>A summary of services for which the Council is entitled to recover a fee, together with those fees. <i>Yalding Parish Council may charge for certain services, including:</i></p> <ul style="list-style-type: none"> • <i>Car park entry fees (charges displayed at the car park)</i> • <i>Photocopying and disbursements under the Freedom of Information Act and UK GDPR (where applicable)</i> • <i>Any other chargeable services permitted by statute (none currently provided)</i> <p><i>The Council does not operate a separate Fees and Charges Schedule. Information about charges is published where the service is provided or supplied on request.</i></p>	N/A	N/A
<p>Additional Information</p> <p><i>Any information that is not itemised in the lists above</i></p>		
<p>None at this time</p>		

Charges which may be made for information published under this scheme

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Cost Limit	The Council is not obliged to comply with a request where the estimated cost of locating, retrieving and extracting the information exceeds £450 (18 hours at £25/hour).	In accordance with FOIA and the Fees Regulations 2004
Other	Costs of producing information in a requested non-standard format (e.g., large documents, specialist copying, USB drive)	Actual cost

Contact details

If you require a paper version of any information, or want to ask whether information is available, please contact:

The Clerk to Yalding Parish Council,
 PO Box 873
 Yalding
 Maidstone
 Kent
 ME18 6YW

Telephone: 01622 814134
 Email: clerk@yaldingparishcouncil.gov.uk

If the information you are looking for is not available via the scheme and is not on our website, you can still contact YPC to ask if it is available.

Adopted 03 March 2026

To be reviewed annually at the Annual Parish Council Meeting (see minutes of that meeting).