

Freedom of Information Act
Information available from Chevening Parish Council

Information to be published	How the information can be obtained For hard copies contact the Clerk
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	http://www.cheveningparishcouncil.gov.uk/page-chevening_parish_councillors.html
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	http://www.cheveningparishcouncil.gov.uk/spage-chevening_parish_councillors-chevening_councillors14.html
Location of main Council office and accessibility details	http://www.cheveningparishcouncil.gov.uk/spage-chevening_parish_councillors-contact_the_parish_council.html
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)	
Annual return form and report by auditor	https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-annual_returns.html
Finalised budget	Email/Hard copy
Precept	Email/Hard copy
Financial Standing Orders and Regulations	https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html
Grants given and received	Email/Hard copy
Members' allowances and expenses	Email/Hard copy

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	https://www.cheveningparishcouncil.gov.uk/spage-council_meetings-annual_assembly.html
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	https://www.cheveningparishcouncil.gov.uk/page-council_meetings.html
Agendas of meetings (as above)	http://www.cheveningparishcouncil.gov.uk/spage-council_meetings-agenda.html
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	http://www.cheveningparishcouncil.gov.uk/spage-council_meetings-minutes.html
Reports presented to Council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email/Hard copy
Responses to consultation papers	Email/Hard copy
Responses to planning applications	Email/Hard copy SDC Website for the relevant planning application
Bye-laws	https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business: Procedural Standing Orders Code of Conduct	https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html
Class 6 – Lists and Registers (Currently maintained lists and registers only) Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	
Asset Register	https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html
Register of members' interests	http://www.cheveningparishcouncil.gov.uk/spage-chevening_parish_councillors-chevening_councillors14.html
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	
Burial grounds and closed churchyards	https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html
Parks, playing fields and recreational facilities	website
Seating, litter bins, memorials and lighting	Email
A summary of services for which the Council is entitled to recover a fee, together with those fees	https://www.cheveningparishcouncil.gov.uk/sspage-council_meetings-governance-governance_documents.html

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