

Information available from Farningham Parish Council under the Freedom of Information Act model publication scheme and the Transparency Code.

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Hard copy – contact clerk	Free 10p/sheet plus postage
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website Noticeboard Hard copy – contact clerk	Free 10p/sheet plus postage
Location of main Council office and accessibility details	No main Council office, Not held	N/A
Staffing structure	Website Hard copy – contact clerk	Free 10p/sheet plus postage

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
	Hard copy – contact clerk	10p/sheet plus postage
Finalised budget	Hard copy – contact Clerk	10p/sheet plus postage
Precept	Hard copy – contact Clerk	10p/sheet plus postage
Borrowing Approval letter	Not held	N/A
All items of expenditure above £100	Website	Free
	Hard copy – contact clerk	10p/sheet plus postage
Financial Standing Orders and Regulations	Website	Free
	Hard copy – contact clerk	10p/sheet plus postage
Grants given and received	Hard copy – contact clerk	10p/sheet plus postage
List of current contracts awarded and value of contract	Hard copy – contact clerk	10p/sheet plus postage
Members' allowances and expenses: Chairman's Allowance (from April 2026) Members Allowances – N/A Members' expenses	Hard copy – contact clerk	10p/sheet plus postage
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	Website	Free
	Hard copy – contact clerk	10p/sheet plus postage
Annual governance statement in format included in the Annual Return form	Website	Free
	Hard copy – contact clerk	10p/sheet plus postage

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current council year as a minimum

Timetable of meetings (Council)	Website and noticeboard	Free
No committee/sub-committee meetings	Hard copy – contact clerk	10p/sheet plus postage
Agendas of meetings (as above)	Website and noticeboard	Free
	Hard copy – contact clerk	10p/sheet plus postage
Minutes of meetings (as above) NB, this will exclude material that is properly considered to be exempt from disclosure	Website and noticeboard	Free
	Hard copy – contact clerk	10p/sheet plus postage
Reports presented to council meetings NB, this will exclude material that is properly considered to be exempt from disclosure	Hard copy – contact clerk	10p/sheet plus postage
Responses to consultation papers	Hard copy – contact clerk	10p/sheet plus postage
Responses to planning applications	Hard copy – contact clerk	10p/sheet plus postage
Bye-laws	Not held	N/A

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities),
Current information only

Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Standing orders • Financial Regulations • Delegated authority in respect of officers • Code of Conduct 	Website Hard copy – contact clerk	Free 10p/sheet plus postage
Policies and procedures for the provision of services and about the employment of staff:	Website Hard copy – contact clerk	Free 10p/sheet plus postage

Core governance & statutory framework policies

- Standing orders
- Financial regulations
- Code of Conduct
- Annual Return
- Current budget
- Current Precept
- Scheme of delegation

Transparency, Data & Information Governance policies

- Freedom of Information Statement
- Freedom of Information Publication scheme
- General Data Protection Regulation Policy
- Data Retention Policy
- Asset Register

Risk management policies

- Risk Management
- Health and Safety Policy

HR, Staff & Equality policies

- Discipline and Grievance Policy
- Equal Opportunities and Diversity Policy
- Staff Appraisal
- Training and Development Policy

Communications & Public Interaction policies

- Website, Press and Social Media Policy
- Complaints procedure
- Donations/grant awarding policy
- IT Policy
- Draft Biodiversity Policy

Class 6 – Lists and Registers

Currently maintained lists and registers only. Some information may only be available by inspection

Assets register, including details of public land and building assets	Hard copy – contact clerk	10p/sheet plus postage
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website	Free
	Hard copy – contact clerk	10p/sheet plus postage
Register of members' interests	Available from Sevenoaks District Council	

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. Some information may only be available by inspection

Allotments	Not held	N/A
Burial grounds and closed churchyards	Not held	N/A
Community centres and village halls	Not held	N/A
Parks, playing fields and recreational facilities	Hard copy – contact clerk	10p/sheet plus postage
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact clerk	10p/sheet plus postage
Bus shelters	Hard copy – contact clerk	10p/sheet plus postage
Markets	Not held	N/A
Public conveniences	Not held	N/A
Agency agreements	Not held	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard copy – contact clerk	10p/sheet plus postage
Additional Information	None	None
Information not itemised in the lists above		

Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	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

Transparency Code

Farningham Parish Council recognises the importance of transparency and the public's access to information. FPC publishes information on its website in accordance with statutory requirements and has regard to the Transparency Code for Smaller Authorities (2015), applying it on a proportionate basis appropriate to the Council's size, resources and precept.