



**Sandgate Parish Council**  
**Publication Scheme**

**Adopted by the Council on 18th April 2023**  
**To be reviewed April 2024**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority 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 the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority 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 the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority 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.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act. 2 / 3  
Policy – Publication scheme.

#### Classes of information

- Who we are and what we do. Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing. Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures. Current written protocols for delivering our functions and responsibilities.
- Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the authority.  
The services we offer. Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available. The authority 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 a public authority, information will be provided on a 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, a public authority 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 such 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.

Charges which may be made for information published under this scheme

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 the authority 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
- Costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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

Written requests

Information held by a public authority 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.

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**Publication Scheme**

Adopted on 18<sup>th</sup> April 2023.

Date of Review 17<sup>th</sup> April

Information to be published	How the information can be obtained	Cost of printing
Class 1 – Who we are and what we do- Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Hard copy/notice board  <a href="http://sandgatepc.org.uk">Councillors Details - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy/notice board  <a href="http://sandgatepc.org.uk">Contact Sandgate Parish Council - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Location of main Council office and accessibility details	Hard copy  <a href="http://sandgatepc.org.uk">Sandgate Library - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Staffing Structure	Hard copy	See below
Class 2 – What we spend and how we spend it- Financial information relating to projected and	Hard copy	See below

actual income and expenditure, procurement, contracts and financial audit)	<a href="http://sandgatepc.org.uk">Finance Archives - Sandgate Parish Council (sandgatepc.org.uk)</a>	
Annual return form and report by auditor	Hard copy  <a href="http://sandgatepc.org.uk">Finance Archives - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Finalised budget	Hard copy/website /Parish Office <a href="http://sandgatepc.org.uk">Parish Council Meeting Minutes 17-01-2023 - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Precept	Hard copy/website /Parish Office <a href="http://folkestone-hythe.gov.uk">Council tax financial information for 2022 to 2023   Folkestone &amp; Hythe District Council (folkestone-hythe.gov.uk)</a> To be updated <a href="http://sandgatepc.org.uk">Parish Council Meeting Minutes 17-01-2023 - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Grants given and received	Hard copy	See below
Financial Regulations	Hard copy  <a href="http://sandgatepc.org.uk">Financial-Regs-May-2021.pdf (sandgatepc.org.uk)</a>	See below
List of current contracts awarded and value of contract	N/A	See below
Members' allowances and expenses	Hard copy	See below
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy  <a href="http://sandgatepc.org.uk">Aims and Objectives - Sandgate Parish Council (sandgatepc.org.uk)</a>  <a href="http://sandgatepc.org.uk">Action Plan - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Class 4 – How we make decisions	Hard copy	See below

(Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy <a href="http://sandgatepc.org.uk">Agenda &amp; Minutes - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Agendas of meetings (as above)	Hard copy <a href="http://sandgatepc.org.uk">Agenda &amp; Minutes - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy <a href="http://sandgatepc.org.uk">Agenda &amp; Minutes - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting	Hard copy <a href="http://sandgatepc.org.uk">Agenda &amp; Minutes - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Responses to planning applications	Hard copy/website <a href="http://sandgatepc.org.uk">Planning Archives - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy  <a href="http://sandgatepc.org.uk">Policies and Procedures - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct for Councillors Policy statements	Hard copy  <a href="http://sandgatepc.org.uk">Policies and Procedures - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below

Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Hard copy  <a href="http://sandgatepc.org.uk">Policies and Procedures - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy <a href="#">Unreasonable-Complaints-Policy.pdf</a>	See below
Information security policy	Hard copy/website <a href="#">GDPR-Policy.pdf (sandgatepc.org.uk)</a>	See below
		See below
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy/website	See below
Any publicly available register or list (if any are held this should be publicised; in mist circumstances existing access provisions will suffice)	Hard copy	See below
Assets register	Hard copy	See below
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Town/Parish Councils)	N/A	See below
Register of members' interests	Hard copy	See below
Register of gifts and hospitality	Hard copy	See below
		See below
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 <a href="http://sandgatepc.org.uk">News - Sandgate Parish Council (sandgatepc.org.uk)</a>	See below
Libraries	Hard copy	See below

	<a href="http://sandgatepc.org.uk">Sandgate Library - Sandgate Parish Council (sandgatepc.org.uk)</a>	
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SCHEDULE OF CHARGES		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Estimated cost
	Photocopying @ 10p per sheet (colour)	Estimated cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		Statutory Fee In accordance with the relevant legislation (quote the actual statute)

### Freedom of Information Requests

Where the information is not available online and needs to be requested by way of contacting a service or through the Freedom of Information/Environmental Information route, charges may apply

If your request is for personal information you will need to make a Subject Access request under the Data Protection Act 2018.

### What you need to know about FOI/EIR requests

All freedom of information requests must be in writing. You cannot make a request by telephone or by speaking to someone face to face. You can request environmental information under the Environmental Information Regulations (EIRs) verbally. We do encourage written requests to make sure that we have as much detail as possible.

### What to include in your request

When making a request you must provide us with the following information:

- your name
- a contact address (this can be an email address)



- a detailed description of the information you need. Please be specific and only request the information you need. Not the full documents.
- the way in which you would like to receive the information. If you would like it put onto a computer disk or would prefer to come in and view the material.
- You may need the information provided in Braille.

### What happens next

Once you have submitted your FOI request you should receive the information you have requested within 20 working days. If we need more time we will contact you and explain why.

Most requests are free but you may have to pay for photocopying, CDs or for postage. We will contact you within 5 working days if there are charges. You will then have the option to withdraw your request. We may have to refuse to process very expensive requests. If this is the case we will assist you to reduce the scope of your request to a more practical level.

### Request has been turned down

We may not be able to release certain information due to data protection issues. Or where the information is sensitive or confidential. Where this is the case we set out the reasons for withholding the information.

### Refusal of Vexatious requests

Most people exercise their right of access responsibly. However, a few may misuse or abuse FOIA by submitting requests which are intended to be annoying, disruptive or have a disproportionate impact on a public authority and divert resources away from more deserving requests and other public business. The ICO recognises that dealing with unreasonable requests can strain resources and get in the way of delivering mainstream services or answering legitimate requests. These requests can also damage the reputation of the legislation itself.

We may refuse to comply with a request that is vexatious, if the request is likely to cause a disproportionate or unjustifiable level of distress, disruption or irritation. Please see policy statement [Unreasonable-Complaints-Policy.pdf](#)

### Your right to appeal

Our aim is to be as open as possible with the information we provide. Should you feel that this has not been the case, you have a full and formal appeal process at your disposal.

In the first instance, we will carry out a full review of your request by way of an internal review as set out under the Act. You must ask for this within 40 days of receiving your response.

If you remain dissatisfied, you have the right to appeal to the Information Commissioner's Office at:

FOI/EIR Case Reception  
The Information Commissioner's Office  
Wycliffe House

Water Lane  
Wilmslow  
Cheshire SK9 5AF