



## **Information available from Marden Parish Council under the model publication scheme (see end of document for costs)**

### **Class 1 – Who we are and what we do**

#### **Who's who on the Council and its Committees**

List of Cllrs

Full Council

Planning Committee

Amenities Committee

Finance Committee

List of Sub-Committees

Information can be obtained via:

Hard copy

Electronic Copy

Website

#### **Contact details for Parish Clerk and Council members**

Information can be obtained via:

Hard copy

Electronic Copy

Website

Newsletter

Welcome Pack

#### **Location of Main Council Office and Accessibility Details**

Information can be obtained via:

Hard copy

Electronic Copy

Website

Newsletter

Welcome Pack

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

Email: [clerk@mardenkent-pc.gov.uk](mailto:clerk@mardenkent-pc.gov.uk)

Website: [www.mardenkent-pc.gov.uk](http://www.mardenkent-pc.gov.uk)

Parish Council– Freedom of Information Scheme of Details

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## **Staff Structure**

List of Staff

Information can be obtained via:

Hard copy

Electronic Copy

Website

## **Cllr Structure**

Details of Cllrs appointed to Committees

Information can be obtained via:

Hard copy

Electronic Copy

Website

Noticeboards

## **Class 2 – What we spend and how we spend it**

### **Annual Return form and report by auditor**

Publication of annual return prior to sending to Auditor

Publication of response from Auditor on receipt of return

Information can be obtained via:

Hard copy

Electronic Copy

Website

Notice boards for allocated time

## **Finalised Budget**

Following agreement at Full Council Meeting

Information can be obtained via:

Hard copy

Electronic Copy

Website

## **Precept**

Following agreement at Full Council

Information can be obtained via:

Hard copy

Electronic Copy

Website

## **Borrowing Approval Letter**

Not applicable at present

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## **Financial Standing Orders and Regulations**

Information can be obtained via:

Hard copy  
Electronic Copy  
Website

## **Grants given and received**

Information can be obtained via:

Hard copy  
Website  
Financial software

## **List of current contracts awarded and value of contract**

Information can be obtained via:

Hard copy

## **Members' allowances and expenses**

Members allowances not received  
Travel expenses

Information can be obtained via:

Hard copy

## **Class 3 – What our priorities are and how we are doing Parish Plan**

Village Design Statement  
Community Plan  
Marden Neighbourhood Plan

Information can be obtained via:

Hard copy (all)  
Electronic Copy  
Website

## **Annual Report to Parish Meeting**

Previous 5 years  
Current  
Reports from organisations (previous year)

Information can be obtained via:

Hard copy (current and previous year)  
Electronic Copy  
Website

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## **Local Council Award Scheme Status**

Information can be obtained via:

Hard copy

Website

## **Local Charters drawn up in Accordance with DCLG guidelines**

Not applicable

## **Class 4 – How we make decisions**

### **Decision making processes and records of decisions**

Information can be obtained via:

Minutes available in:

Hard copy

Electronic Copy

Website

Draft Minutes available no later than a week after meeting

## **Timetable of Meetings**

Information can be obtained via:

Notice boards

Hard copy

Electronic Copy

Website

## **Agendas of Meetings**

Information can be obtained via:

Notice boards

Hard copy

Electronic Copy

Website

## **Approved Minutes of Meetings**

(Non-confidential)

Information can be obtained via:

Hard copy

Electronic Copy

Website

## **Draft Minutes of Council Meetings**

(within a week of the meeting)

Information can be obtained via:

Hard copy

Electronic Copy

Website

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## **Reports presented to Council Meetings**

(non-confidential)

Briefing Notes/Meeting Papers

Information can be obtained via:

Hard copy

Electronic Copy

Website

## **Responses to consultation papers**

Information can be obtained via:

Hard copy

Electronic Copy

Website (dependent on how response is made)

## **Responses to planning applications**

Information can be obtained via:

Hard copy

Electronic Copy

Website (MBC and MPC Minutes)

## **Bye-laws**

Information can be obtained via:

Hard copy

Website

## **Highways Improvement Plan (HIP)**

Information can be obtained via:

Hard copy

Electronic copy

Website

## **Infrastructure Spend Plan (ISP)**

Information can be obtained via:

Hard copy

Electronic copy

Website

## **Class 5 – Our policies and procedures**

### **Procedural standing orders**

Information can be obtained via:

Hard copy

Electronic Copy

Website

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## **Committee and Sub-Committee Terms of Reference**

Information can be obtained via:

Hard copy  
Electronic Copy  
Website

## **Delegated Authority in respect of Officers**

Information can be obtained via:

Hard copy  
Electronic Copy  
Website

## **Kent Code of Conduct**

Information can be obtained via:

Hard copy  
Electronic Copy  
Website

## **Policy Statements**

Information can be obtained via:

Hard copy  
Electronic Copy  
Website

## **Internal Policies relating to the delivery of services**

Information can be obtained via:

Hard copy  
Electronic Copy  
Website

## **All Marden Parish Council Policies**

Information can be obtained via:

Hard copy  
Electronic Copy  
Website

## **Schedule of Charges**

Cemetery  
Open Space (Southons Field and Marden Playing Field)

Information can be obtained via:

Hard copy  
Electronic Copy  
Website

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## **Class 6 – Lists and Registers**

Any publically available register or list

Information can be obtained via:

Hard copy

### **Assets Register**

Information can be obtained via:

Hard copy

Electronic Copy

Website

### **Disclosure Log**

Information can be obtained via:

Hard copy

Electronic Copy

Website

### **Register of Members interest**

Information can be obtained via:

Hard copy

Electronic Copy

Website

### **Register of gifts and hospitality**

Information can be obtained via:

Electronic Copy

## **Class 7 – The Services we offer**

### **Allotments**

Details to be updated on site transferred

### **Cemetery**

Information can be obtained via:

Hard copy

Electronic Copy

Website

(burial details available only via the Parish Office)

### **Closed Churchyards**

Not applicable

### **Community Centres and Village Halls**

Not applicable

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## **Playing Fields and Recreational Facilities**

Information can be obtained via:

Hard copy  
Electronic Copy  
Website

## **Seating, Litter bins**

Information can be obtained via:

Hard copy  
Electronic Copy

## **Bus Shelters**

Not applicable

## **Markets**

Not applicable

## **Public Conveniences**

Information can be obtained via:

Hard copy  
Electronic Copy (some details)

## **Agency Agreements**

Information can be obtained via:

Hard copy

## **Summary of services which recover a fee**

Information can be obtained via:

Hard copy  
Electronic Copy

## **Additional Information**

### **Costs**

Photocopying of existing material in the Parish Office (maximum A4 size) – 10p per sheet

Scanning existing material, formatting and saving digitally in the Parish Office (maximum A4 size) – 25p per sheet

Reproduction of existing material that cannot be done in the Parish Office – to be quoted on a case-by-case basis depending on the exact requirements, the location of the copying facility to be used and the staff time/travelling expenses/postage costs involved.

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Staff time to find, sort, edit or reformat material - £25 per hour  
Postage (using the service that you prefer) – at cost  
E-mailing of existing material held in a digital form – free of charge (subject to Internet Service Provider size limits)  
Special requirements not listed above – on application

On receipt of your written request the Parish Clerk will write to advise you of the cost of providing the information. The 20-day period will restart from the day the Parish Clerk receives your payment.

Please note that the Council does not have to provide the information if you fail to pay within three months.

*Adopted by Marden Parish Council on: 9<sup>th</sup> November 2010  
Reviewed/Amended on: 14<sup>th</sup> August 2018 / 11<sup>th</sup> June 2019 / 6<sup>th</sup> April 2021 / 8<sup>th</sup> March 2022 / 14<sup>th</sup> March 2023 / 12<sup>th</sup> March 2024 / 14<sup>th</sup> January 2025  
Review on: March 2026*

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## Planning Policies

To be reviewed annually at the February Planning Committee meeting and adopted at the March Full Council meeting unless amendments required during the year

Policy Name	Agreed	Review Date
Planning Policy No. 1 Guidance for Committee Members and the Public	11 <sup>th</sup> June 2013 6 <sup>th</sup> June 2017 3 <sup>rd</sup> April 2018 4 <sup>th</sup> June 2019 6 <sup>th</sup> April 2021 8 <sup>th</sup> March 2022 14 <sup>th</sup> March 2023 12 <sup>th</sup> March 2024	March 2025
Planning Policy No. 2 Enforcement Procedure	11 <sup>th</sup> June 2013 6 <sup>th</sup> June 2017 3 <sup>rd</sup> April 2018 4 <sup>th</sup> June 2019 6 <sup>th</sup> April 2021 8 <sup>th</sup> March 2022 14 <sup>th</sup> March 2023 12 <sup>th</sup> March 2024	March 2025
Planning Policy No. 3 Developer Contributions	6 <sup>th</sup> June 2017 3 <sup>rd</sup> April 2018 4 <sup>th</sup> June 2019 6 <sup>th</sup> April 2021 <b>Deleted March 2023</b>	N/A
Planning Policy No. 4 Gypsy Caravan Sites	11 <sup>th</sup> June 2013 6 <sup>th</sup> June 2017 3 <sup>rd</sup> April 2018 4 <sup>th</sup> June 2019 6 <sup>th</sup> April 2021 8 <sup>th</sup> March 2022 <b>Deleted March 2023</b>	N/A
Planning Policy No.3 Developer/Applicant Pre- Application Meetings (Renumbered March 2023)	7 <sup>th</sup> January 2020 6 <sup>th</sup> April 2021 8 <sup>th</sup> March 2022 14 <sup>th</sup> March 2023 12 <sup>th</sup> March 2024	March 2025
Planning Policy No. 4 Marden Village Design Statement (Renumbered March 2023)	2001	Not reviewed Published document

Adopted by Marden Parish Council on: 9<sup>th</sup> November 2010

Reviewed/Amended on: 14<sup>th</sup> August 2018 / 11<sup>th</sup> June 2019 / 6<sup>th</sup> April 2021 / 8<sup>th</sup> March 2022 / 14<sup>th</sup> March 2023 / 12<sup>th</sup> March 2024

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Review on: March 2025

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