



Freedom of Information – Scheme of Details

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

Office Opening Times:
Mondays, Tuesdays & Fridays 10am - 12 noon
www.mardenkent-pc.gov.uk
Email: clerk@mardenkent-pc.gov.uk
Marden Parish Council Freedom of Information Scheme of Details

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

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

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

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

Reports presented to Council Meetings

(non-confidential)

Briefing Notes

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

Class 5 – Our policies and procedures**Procedural standing orders****Information can be obtained via:**

Hard copy
Electronic Copy
Website

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

List available at Appendix A

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

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
(with some redaction in regard to next of kin details)

Closed Churchyards

Not applicable

Community Centres and Village Halls

Not applicable

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.

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.

Office Opening Times:

Mondays, Tuesdays & Fridays 10am - 12 noon

www.mardenkent-pc.gov.uk

Email: clerk@mardenkent-pc.gov.uk

Marden Parish Council Freedom of Information Scheme of Details



List of MPC
Policies &
Procedures
2024/25

Amenities Policies

To be reviewed annually in January/February by Amenities Committee and adopted at the March Full Council meeting unless amended required during the year

Policy Name	Agreed	Review Date
Biodiversity Policy	12 th December 2023 12 th March 2024	March 2025
Environmental Policy	14 th March 2023 12 th March 2024	March 2025
Events Policy	11 th July 2023 12 th March 2024	March 2025
Memorial Safety	26 th September 2017 24 th April 2018 28 th May 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Noticeboard Policy	8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Open Spaces & Hiring Policy – Southons Field and Marden Playing Field	29 th March 2016 24 th April 2018 28 th May 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Southons Field Beacon	November 2018 28 th May 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Stall Holders for MPC Events	December 2019 6 th April 2021 8 th March 2022 14 th March 2023 Amended 11 th July 2023 12 th March 2024	March 2025
Tree Management Policy	6 th April 2021 12 th April 2022 14 th March 2023 12 th March 2024	March 2025

Council Policies

To be reviewed annually at the February Full Council Meeting and adopted at the March Full Council meeting unless amended required during the year

Policy Name	Agreed/Reviewed	Review Date
Asset Register Policy	6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
CCTV Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Communication Policy <i>Previously Social Media and Website Policy)</i>	12 th March 2024	
Community Engagement Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Complaints Handling Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Co-option Procedure	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Equality & Diversity Policy <i>Moved to HR Employee Handbook</i>	June 2019 6 th April 2021 8 th March 2022	March 2025
Filming & Recording of Meetings Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025

Freedom of Information: Scheme of Details	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Freedom of Information: Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Freedom of Information: Request Form	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Gifts and Hospitality Policy	12 th March 2024	
Granting of Dispensation Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Habitual & Vexatious Complainants Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Health & Safety Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
High Consequence Infectious Diseases Policy	6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Learning & Development Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Meetings Attendance Policy	10 th May 2022 14 th March 2023 12 th March 2024	March 2025
Newsletter Policy	June 2019 6 th April 2021 8 th March 2022 12 th March 2024	March 2025

Officer & Councillor Protocol	6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Press & Media Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Public Participation Policy	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Risk Management Scheme	6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Scheme of Delegations	June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Social Media and Website Policy Now Communication Policy	6 th April 2021	March 2022
Standing Orders	November 2018 March 2020 April 2021 8 th March 2022	March 2025
Travel and Subsistence Policy	20 th August 2018 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Vehicle Policy (<i>moved to HR Policies</i>)	June 2019 6 th April 2021 8 th March 2022	N/A
Virtual Meetings Policy	March 2020 6 th April 2021 Currently under review	March 2025

Finance Policies

To be reviewed annually at the January/February Finance Committee and adopted at the March Full Council meeting unless amended required during the year

Policy Name	Agreed	Review Date
Budget Virement Policy	6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025
Banking Policy <i>(previously Electronic Payments Policy)</i>	9 th May 2017 26 th June 2018 6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025
Debit Card Policy	12 th March 2024	
Financial Regulations	10 th May 2016 10 th January 2017 26 th June 2018 6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025
Financial Regulations Responsibilities	As above	As above
Financial Risk Assessment	11 th July 2017 26 th June 2018 6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025
Grant Request form	N/A	N/A
Grant Awarding Policy	12 th May 2015 26 th June 2018 6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025
Internal Financial Control Policy	9 th May 2023 12 th March 2024	March 2025
Investment Policy	6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025
Medium Term Financial Plan	6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025
Reserves Policy	6 th April 2021 8 th March 2022 9 th May 2023 12 th March 2024	March 2025

GDPR Policies

To be reviewed annually at the February Full Council Meeting and adopted at the March Full Council meeting unless amended required during the year

Policy Name	Agreed	Review Date
Breach Notification Policy	12 th June 2018 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Document Retention & Disposal Policy	12 th June 2018 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Privacy Notice – General	12 th June 2018 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Privacy Notice – Employees	12 th June 2018 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Privacy Notice – Play Scheme	12 th June 2018 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Privacy Notice – Volunteers	March 2020 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Privacy Notice – Vulnerable People	March 2020 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Subject Access Request Policy	12 th June 2018 6 th April 2021 8 th March 2022 12 th March 2024	March 2025
Subject Access Request Procedure	12 th June 2018 6 th April 2021 8 th March 2022 12 th March 2024	March 2025

HR Policies

To be reviewed annually at the January/February HR Sub-Committee and adopted at the March Full Council meeting unless amended required during the year

From 1st December 2022 Marden Parish Council employed the services of Peninsula for the HR Support for the next 3 years. The following policies are adapted from those provided from Peninsula.

Policy Name	Agreed	Review Date
Employee Handbook Comprising of the following policies: Salaries & Wages Holiday Entitlement Sickness/Injury Other Benefits Safeguards Email/Internet Standards Health, Safety & Welfare Lone Worker General Terms and Procedures Pandemic Policy Anti-Bribery Policy Whistle-Blowers Capability Procedures Disciplinary Procedures Cap/Disc Appeal Procedures Grievance Procedures Dignity at Work (NALC) Equality, Inclusion & Diversity Termination of Employment	12 th March 2024	

Other HR Documents

Council Vehicle Rules	9 th May 2023 12 th March 2024	March 2025
Volunteer Agreement	9 th May 2023 12 th March 2024	March 2025
Insurance Disclaimer for workers and self-employed	N/A	
Contract for Services for self-employed trader	N/A	
Deductions from Pay Agreement	N/A	
Issuing Employment Documentation (Employer Guidelines)	N/A	
48 Hour Opt-Out Agreement	N/A	
Workplace Stress Policy	9 th May 2023 12 th March 2024	March 2025
Display Screen Equipment Policy	9 th May 2023 12 th March 2024	March 2025

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 th June 2013 6 th June 2017 3 rd April 2018 4 th June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Planning Policy No. 2 Enforcement Procedure	11 th June 2013 6 th June 2017 3 rd April 2018 4 th June 2019 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Planning Policy No. 3 Developer Contributions	6th June 2017 3rd April 2018 4th June 2019 6th April 2021 Deleted March 2023	N/A
Planning Policy No. 4 Gypsy Caravan Sites	11th June 2013 6th June 2017 3rd April 2018 4th June 2019 6th April 2021 8th March 2022 Deleted March 2023	N/A
Planning Policy No.3 Developer/Applicant Pre- Application Meetings (Renumbered March 2023)	7 th January 2020 6 th April 2021 8 th March 2022 14 th March 2023 12 th March 2024	March 2025
Planning Policy No. 4 Marden Village Design Statement (Renumbered March 2023)	2001	Not reviewed Published document