



Information available from Dunton Green Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do at Dunton Green PC (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>		
<p>Who's who on the Council and its Committees</p>	<p>Website https://www.duntongreenpc.org.uk/community/dunton-green-parish-council-12635/your-councillors/</p> <p>Hard copy – contact clerk</p>	<p>Free</p> <p>10p/sheet</p>
<p>Contact details for Parish Clerk</p>	<p>Website https://www.duntongreenpc.org.uk/community/dunton-green-parish-council-12635/contact/</p> <p>Hard copy – contact clerk Also see details at the bottom of this document</p>	<p>Free</p> <p>10p/sheet</p>
<p>Location of main Council office and accessibility details</p>	<p>Website www.duntongreenpc.org.uk</p> <p>Hard copy – contact clerk Also see details at the bottom of this document</p>	<p>Free</p> <p>10p/sheet</p>

<p>Class 2 – What we spend and how we spend it at Dunton Green PC (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website https://www.duntongreenpc.org.uk/community/dunton-green-parish-council-12635/financial/ Hard copy – contact clerk	Free £1.00
Finalised budget	Hard copy – contact clerk	£1.00
Precept	Hard copy – contact clerk	10p
Financial Standing Orders and Regulations	Website https://www.duntongreenpc.org.uk/community/dunton-green-parish-council-12635/policies/ Hard copy – contact clerk	Free £1.00
Grants given and received	Hard copy – contact clerk	£1.00
Members’ allowances and expenses: Chairman’s Allowance Members Allowances – N/A Members’ expenses	Hard copy – contact clerk	10p
<p>Class 3 – What our priorities are and how we are doing at Dunton Green PC (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website https://www.duntongreenpc.org.uk/community/dunton-green-parish-council-12635/annual-parish-meeting/	Free

	Hard copy – contact clerk	£1.00
Class 4 – How we make decisions at Dunton Green PC (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)	Website www.duntongreenpc.org.uk Hard copy – contact clerk	Free 10p/sheet
Agendas of meetings (as above)	Website (last two months only) https://www.duntongreenpc.org.uk/community/dunton-green-parish-council-12635/agendas/ Hard copy – contact clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website https://www.duntongreenpc.org.uk/community/dunton-green-parish-council-12635/minutes-2024/ Hard copy – contact clerk	Free £1.00
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact clerk	10p/sheet
Responses to consultation papers	Hard copy – contact clerk	10p/sheet
Responses to planning applications	District Council Website https://www.sevenoaks.gov.uk/info/20013/planning_applications/13/view_and_comment_on_a_planning_application Hard copy – contact clerk	Free 10p/sheet

Bye-laws (removal of canine faeces)	On display in the recreation ground Hard copy – contact Clerk	Free 10p																
<p>Class 5 – Our policies and procedures at Dunton Green PC (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>																		
Policies and procedures for the conduct of council business: Standing orders Financial Regulations Code of Conduct	Website https://www.duntongreenpc.org.uk/community/dunton-green-parish-council-12635/policies/ Hard copy – contact clerk	Free £1.00																
Policies and procedures for the provision of services and about the employment of staff currently include: <table border="1" data-bbox="114 831 1171 1476"> <tr><td>Co-option (How to become a Councillor) Policy</td></tr> <tr><td>Meeting Attendance Policy and Guidance</td></tr> <tr><td>General Privacy Notice (Data Protection) Policy</td></tr> <tr><td>Complaints Procedure</td></tr> <tr><td>Communications Policy</td></tr> <tr><td>Social Media & Electronic Communication Policy</td></tr> <tr><td>Website Privacy & Use Policy</td></tr> <tr><td>CCTV Policy</td></tr> <tr><td>Document Retention Policy</td></tr> <tr><td>Staff, Councillors & Role holders Privacy Notice (Data Protection) Policy</td></tr> <tr><td>Lone Working Policy</td></tr> <tr><td>Training & Development Policy</td></tr> <tr><td>Grievance Policy</td></tr> <tr><td>Disciplinary Policy</td></tr> <tr><td>Equal Opportunities Policy</td></tr> <tr><td>Equality & Diversity Policy</td></tr> </table>	Co-option (How to become a Councillor) Policy	Meeting Attendance Policy and Guidance	General Privacy Notice (Data Protection) Policy	Complaints Procedure	Communications Policy	Social Media & Electronic Communication Policy	Website Privacy & Use Policy	CCTV Policy	Document Retention Policy	Staff, Councillors & Role holders Privacy Notice (Data Protection) Policy	Lone Working Policy	Training & Development Policy	Grievance Policy	Disciplinary Policy	Equal Opportunities Policy	Equality & Diversity Policy	All are available on DGPC's Website: https://www.duntongreenpc.org.uk/community/dunton-green-parish-council-12635/policies/ Hard copy – contact clerk	Free £1.00
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Sickness (Absence Management) Policy			
Bereavement Policy			
Child & Vulnerable Adult Protection (Safeguarding) Policy			
Child Protection Procedure			
Health & Safety Policy			
Dignity at Work Policy			
Grants and Donations Policy			
Volunteers Policy			
Schedule of charges (for the publication of information)		Website https://www.duntongreenpc.org.uk/community/dunton-green-parish-council-12635/policies/ Hard copy – contact clerk	Free 10p/sheet
Class 6 – Lists and Registers at Dunton Green PC Currently maintained lists and registers only		<i>Please note: some information may only be available by inspection</i>	
Assets Register		Hard copy – contact clerk	10p/sheet
Register of members' interests – link to District Council website available on Parish Council website		https://www.duntongreenpc.org.uk/community/dunton-green-parish-council-12635/your-councillors/ (bottom of page) District Council Website https://cds.sevenoaks.gov.uk/ecC/atDisplay.aspx?sch=doc&cat=13599&J=2 Hard copy – contact clerk	Free 50p

<p>Class 7 – The services we offer at Dunton Green PC (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p><i>Please note: some information may only be available by inspection</i></p>	
Allotments	Hard copy – contact clerk	10p
Pavilion	<p>Website enpc.org.uk/community/dunton-green-parish-council-12635/dunton-green-pavilion/</p> <p>Hard copy – contact clerk</p>	<p>Free</p> <p>10p/sheet</p>
Open Spaces, playing fields and recreational facilities	Hard copy – contact clerk	10p
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact clerk	10p
Bus shelters	Hard copy – contact clerk	10p
A summary of services for which the council is entitled to recover a fee, together with those fees (Pavilion, Football Pitch, Allotments, newsletter advertising)	Hard copy – contact clerk	10p/sheet
<p>Additional Information</p>		

Contact details:

Ms Tracy Godden – Clerk/RFO

Dunton Green Parish Council, Dunton Green Pavilion, Recreation Ground, London Road, Dunton Green, Kent, TN13 2UR

The Pavilion has excellent access being a single storey building, surrounded by a footpath which is accessible via dropped kerbs from the adjoining car park (where there is a disabled parking space)

Tel: 01732 462966

Email: clerk@duntongreenpc.org.uk

Website: www.duntongreenpc.org.uk

Office Hours (Dunton Green Pavilion):
Variable Days (Mon – Fri 10.30-12.30) / By appointment

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 @ ..p per sheet (black & white)	Actual cost *
	Photocopying @ ..p per sheet (colour)	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 by the public authority

Adopted and Approved at the Meeting of the Parish Council on Tuesday 14th May 2024

Review History

Adopted and Approved at the Meeting of the Parish Council on Tuesday 16th May 2023

Adopted and Approved at the Meeting of the Parish Council in May 2017

Adopted and Approved at the Meeting of the Parish Council in June 2009

Adopted and Approved at the Meeting of the Parish Council in December 2008