

Information available from Selling Parish Council

Information to be published	How it can be obtained	Cost
Class 1 - Who we are and what we do (current information only)		
Who's who on the council	Website Hard copy	Free At cost
Contact details for Parish Clerk and council members		
Class 2 – What we spend and how we spend it (current and previous financial year as a minimum)		
Annual Return form and report by auditor	Website Hard copy	Free At cost
Financial Regulations		
Precept	Hard copy	At cost
Finalised budget		
Grants given and received		
List of current contracts awarded and value of contract		
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish Meeting (current and previous)	Website Hard copy	Free At cost
Class 4 – How we make decisions (current and previous council year as a minimum)		
Timetable of meetings	Noticeboard Website	Free Free
Agendas of meetings		
Minutes of meetings	Hard copy	At cost
Reports presented to meetings	Hard copy	At cost
Responses to consultation papers		
Responses to planning applications	Planning portal Hard copy	Free At cost
Class 5 – Our policies and procedures (current information only)		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none">• Standing Orders• Financial Regulations• Code of Conduct• Complaints Policy	Website Hard copy	Free At cost
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none">• Equal Opportunities Policy• Grievance Policy• Disciplinary Policy• Complaints Policy• Policies and procedures for handling requests for information• Schedule of charges (for the publication of information)	Website Hard copy	Free At cost
Class 6 – Lists and Registers (currently maintained lists and registers only)		
Register of Electors	By inspection only	At cost
Asset Register	Hard copy	At cost
Register of Interests	Website Hard copy	Free At cost
Class 7 – The services we offer (current information only)		
Notice boards, lighting	Hard copy	At cost

Website: www.sellingparishcouncil.gov.uk

Hard copies are available on application to the Parish Clerk:

Bex Ratchford
Selling Parish Council
50 Park Road
Sittingbourne
Kent
ME10 1DY
07941 987691
clerk@sellingparishcouncil.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 24p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Other	Labour	Actual staff cost at hourly rate

Adopted: June 2025

Reviewed: