

HILDENBOROUGH PARISH COUNCIL

Pavilion and Recreation Ground, Riding Lane, Hildenborough TN11 9HY

telephone: 07818 329029

email: clerk@hildenboroughparishcouncil.gov.uk

website: www.hildenboroughparishcouncil.gov.uk

Freedom of Information Policy & Publication Scheme March 2026

Introduction

The Freedom of Information Act 2000 gives individuals the right to access all types of information held by public bodies, including Hildenborough Parish Council

The Act is designed to:

- Encourage greater openness and accountability in public authorities
- Help to increase the level of public trust
- Encourage improvements in our dealings with the public

Generally, an individual can request any information created within the Council or received from elsewhere and held by the Council for any reason although there are some exemptions.

Under the Freedom of Information Act 2000 (FOIA), Hildenborough Parish Council has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published
- Whether or not a charge is made for such information

Publication Scheme

Hildenborough Parish Council has adopted a Publication Scheme based on the model provided by the Information Commissioner's Office.

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a special request to be made.

Individual requests for information

If the information required is not on the Publication Scheme or publicised on the website, an individual may submit a Freedom of Information request. This request can be made in writing, by email, or by completing the Parish Council's Freedom of Information Request Form (Appendix 1).

If an individual submits a Freedom of Information request, the Parish Council is legally required to provide the information within 20 working days of receipt of the request. The Council will aim to respond as promptly as possible within statutory deadlines.

The request will be acknowledged in writing. Staff will then find the information and check if any exemptions apply. The Parish Council will then contact the individual making the request to make suitable arrangements for them to view the information or receive a copy. The Council will respond

within 20 working days. In limited cases involving qualified exemptions, this may be extended where permitted by law.

If the information cannot be released due to an exemption or the cost of retrieving that information exceeds the threshold set out in the Act (£450 limit or 18 hours at a rate of £25) Or if the Parish Council does not hold the information, the individual requesting the information will be informed accordingly.

Exemptions

Information can be exempt for several reasons, including:

- It is personal information covered by the UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018
- It is covered by the Environmental Information Regulations (which will be handled under the Environmental Information Regulations 2004)
- It is confidential
- It will be published in the future
- It is accessible by other means, such as the Publication Scheme
- It is prohibited by law
- It is about law enforcement
- It is about investigations and proceedings conducted by the Council
- It might prejudice the health, security, or safety of the Council, its staff, systems, services or property

If information requested but is covered by an exemption, the Clerk will notify the applicant in writing stating why the Council has refused the request and quote the relevant exemption(s). If the applicant is dissatisfied, they may request an internal review within 40 working days. If the information requested is not disclosed or the applicant remains dissatisfied, the application can ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted at www.ico.gov.uk

Contact

Louise Jenner
Parish Clerk
Pavilion and Recreation Ground
Riding Lane
Hildenborough
Kent TN11 9HY

Email: clerk@hildenboroughparishcouncil.gov.uk

Information available from Hildenborough Parish Council under the Publication Scheme

Class 1 – Who we are and what we do

Organisationnel information, structures, locations and contacts

This will be current information only

Information to be published	How the information can be obtained
Who's who on the Council	Website, hard copy and noticeboards
Named contact details for the Parish Clerk and council members, where possible with telephone numbers and email addresses (if used)	Website, hard copy and noticeboards
Location of main Council office and accessibility details	Website, hard copy and noticeboards
Staff structure	Hard copy,

Class 2 – What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous financial year as a minimum)

Information to be published	How the information can be obtained
Annual return form and report by auditor	Website, hard copy
Finalised budget	Website, hard copy
Precept	Website, hard copy
Grants given and received	Website, hard copy
Financial Standing Orders and Regulations	Website, hard copy
List of current contracts awarded and contract value	Hard copy
Members' allowances and expenses	Hard copy

Class 3 – What our priorities are and how we are doing

Strategies and plans, performance indicators, audits, inspections and reviews

Information to be published	How the information can be obtained
Parish Council Infrastructure plan	Website, hard copy
Highways Improvement Plan	Website, hard copy
Annual report to Parish or community meeting – current and previous year	Website, hard copy

Class 4 – How we make decisions

Decision making process and records of decisions i.e. minutes

Current and previous year as a minimum

Information to be published	How the information can be obtained
Timetables of meetings	Website, hard copy, noticeboards
Agendas of meetings	Website, hard copy and noticeboards
Minutes of meetings (this will exclude information that is properly regarded as private to the meeting)	Website, hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Website, hard copy, LPA website
Bye-laws	

Class 5 – Our policies and procedures

Current written protocols, policies and procedures for delivering our services and responsibilities (Current information only)

Information to be published	How the information can be obtained
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of conduct • Policy statements 	Website, hard copy
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Health and safety policy • Recruitment policies (including current vacancies) 	Hard copy
Records management policies (records retention, destruction and archive)	Website, hard copy

Class 6 – Lists and Registers

Currently maintained lists and registers only

Information to be published	How the information can be obtained
Assets Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Parish Councils)	
Register of members interests	Hard copy
Register of gifts and hospitality	Hard copy

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)

Information to be published	How the information can be obtained
Village Hall, Scout Hut and Defibrillators	Website, hard copy
Parks, playing fields and recreational facilities	Website, hard copy
War Memorial – upkeep and Water Fountain	Website, hard copy
Newsletters	Website

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Hildenborough Parish Council
 Information Access Form
 (For Freedom of Information Act Requests)

The Parish Clerk
 Pavilion & Recreation Ground
 Riding Lane
 Hildenborough
 Kent TN11 9HY

Request to view or receive a copy of information

Applicant

Name	
Address Postcode
Telephone Number	
Email Address	
Is this a Freedom of Information Act request?	Yes/No (Please delete as appropriate)
Your Request	
Description of request (Please include dates, areas of the Council and any other useful information)	
In what format?	
Method of communication	Post/Email (Please delete as appropriate)
Do you want the information to be sent to you?	Yes/No (Please delete as appropriate)
Inspect the information in the Council Office?	Yes/No (Please delete as appropriate)

SAD completed draft 04/02/2026

IS Review of Draft 26/03/2026

CW review of IS draft 27/03/26 - comments

Parish Council Meeting 8th April item 8.1 – approved