



Policy: Publication Scheme

Date of adoption: 1st December 2025

1. Introduction

This publication scheme is based on a model that has been prepared and approved by the Information Commissioner. This document is the guide to information available from Brenchley and Matfield Parish Council under the model publication scheme.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

1. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
2. To specify the information which is held by the authority and falls within the classifications below.
3. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
4. To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
5. To review and update on a regular basis the information the authority makes available under this scheme.
6. To produce a schedule of any fees charged for access to information which is made proactively available.
7. To make this publication scheme available to the public.

2. Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.



Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services we offer.

The classes of information will not generally include:

1. Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
2. Information in draft form, apart from draft Minutes which are available on request as listed on the website
3. Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

3. The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances, some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

4. Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.



If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

5. Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

6. Contact Information:

Brenchley and Matfield Parish Council, Matfield Pavilion, The Green, Matfield, Tonbridge, Kent, TN12 7JU
 e-mail: clerk@brenchleyandmatfield-pc.gov.uk
 website: www.brenchleyandmatfield-pc.gov.uk
 Responsible Officer: Chantal Brooks, Clerk to the Parish Council
 Office hours 8.30am-4.30pm, Monday-Thursday
 Pavilion open hours 9.00am-1.00pm Tues-Weds

Information to be published	How the information can be obtained	Cost (postage not included)
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
	Web site	Free
	Hard Copy	25p/p
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	Web site	Free
	Hard copy	25p/p
Annual return form and report by auditor	Website	Free
	Hard copy	£1
Finalised budget	Web site	Free
	Hard copy	25p/p
Precept	Website	Free
	Hard copy	25p/p
Borrowing Approval letter	Hard copy	25p/p
Financial Standing Orders and Regulations	Web site	Free
	Hard copy	25p/p
Grants given and received	Web site	Free
	Hard copy	25p/p
List of current contracts awarded and value of contract	Web site	Free
	Hard copy	25p/p
Members' allowances and expenses	Hard copy	25p/p

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance)



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Tel: 01892 723586 www.brenchleyandmatfield-pc.gov.uk

indicators, audits, inspections and reviews)

Annual Report to Parish or Community Meeting where included in the Agenda	Web site Hard copy	Free 25p/p
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Class 4 – How we make decisions

(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)	Web site Hard copy	Free 25p/p
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