



## Appledore Parish Council Publication of Information Scheme

Appledore Parish Council endeavours to make information regarding the council, easily available from its website. However, should any elector wish for additional information to that published, this can be simply attained by contacting the Parish Clerk in writing detailing the information sought. Information sought in hard copy (paper) of substantial size may be charged at cost and postage. The Clerk will advise of any charge which will be due prior to the information being sent out.

Appledore Parish Clerk

Mrs Mary Philo, Island Cottage Swan Street, Wittersham, Kent. TN30 7PH.

Email: [apc.mphilo@gmail.com](mailto:apc.mphilo@gmail.com)

Charges: to be paid in advance

Black and white A4 page - 20p a page Colour A4 page - 50p a page Disc - cost of disc Memory Stick - cost of stick Other size pages to be advised at the time

(Access requests are charged at f 10 a request)

In order to assist those seeking information, please consult the following table.

Information published	How the Information can be obtained	Cost
<b>Who are the members of the council</b> Council members and contact details (Appledore has no subcommittees)	Available from the website or hard copy from the Clerk	Free or hard copy charges as above
<b>Council expenditure</b> Financial Regulations explaining procedures Council budget information Annual Governance and Accountability Return Quarterly list of receipts and payments	Available from the website or hard copy from the Clerk	Free or hard copy charges as above
<b>Council Priorities</b> Parish Plan Highways Strategy	Available from the website or hard copy from the Clerk	Free or hard copy charges as above
<b>Decision making process</b> Standing orders – meeting procedures Council Policies Meeting Agendas Meeting Minutes	Available from the website or hard copy from the Clerk	Free or hard copy charges as above

<b>Council Policies and Procedures</b> Code of Conduct Standing Orders Other Policies	Available from the website or hard copy from the Clerk	Free or hard copy charges as above
<b>Council Lists and Registers</b> Asset List Register of Member's Interests Register of Gifts to Members	Available from the website or hard copy from the Clerk	Free or hard copy charges as above
<b>Council Services</b> Public Conveniences	Contact the Clerk	
<b>Additional Information</b> None		