

Tunbridge Wells Commons Conservators: Freedom of Information Policy

Tunbridge Wells Commons Conservators (TWCC) abides by the Freedom of Information Act 2000 (<https://www.legislation.gov.uk/ukpga/2000/36/contents>).

Published information

As a smaller authority, the Act requires us to adopt a publication scheme, approved by the Information Commissioner's Office (ICO), TWCC have adopted Model publication scheme Version 1.2 (<https://ico.org.uk/media2/for-organisations/documents/1153/model-publication-scheme.pdf>).

The publication scheme is a guide to the information that TWCC publishes as a matter of routine and its aim is to make the majority of information available to the general public so that they do not need to make a specific request to us:

Information available from Tunbridge Wells Commons Conservators under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
(Organisational information, structures, locations and contacts) Current information only	website	
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	website	
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	website	
Location of main Council office and accessibility details	N/A	
Staffing structure	website	
Class 2 – What we spend and how we spend it		

(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	website website	
Statement of accounts and internal audit report in the format included in the Annual Return form	website	
Finalised budget	website	
Precept	website	
Borrowing Approval letter	N/A	
All items of expenditure above £100	website	
Financial Standing Orders and Regulations	website	
Grants given and received	website	
List of current contracts awarded and value of contract	hard copy	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	 website and hard copy	
Annual governance statement in format included in the Annual Return form	website	
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	N/A	
Quality status	N/A	
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	hard copy	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	 hard copy	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	website	
Agendas of meetings (as above)	website	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	website	

Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	website and hard copy	
Responses to consultation papers	hard copy	
Responses to planning applications	hard copy	
Bye-laws	website	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	website	
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	website	
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	website and hard copy N/A	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	hard copy	
Class 6 – Lists and Registers		
Currently maintained lists and registers only.		
Information legally required to hold in publicly available registers (in most	Existing access provision	

circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	hard copy	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	hard copy	
Register of members' interests	hard copy	
Register of gifts and hospitality	N/A	
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		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Website	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	N/A	
Additional Information Information not itemised in the lists above	Website or hard copy	

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* Subject to volume required

All requests for hard copies should be made by e-mail or in writing to the Clerk – info@twcommons.org or PO Box 729, Tunbridge Wells, TN9 9WF.

Requests for information

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

Requests must include:

- your name
- an address for communication, whether an email address or postal address
- a detailed description of the recorded information that you would like

Our obligations under the Freedom of Information Act

We will:

- acknowledge receipt of your request
- respond to your request within 20 working days from the date of receipt
- provide you with advice and assistance in relation to your request
- keep you informed of the progress of your request
- tell you if a fee is applicable to your request

We must supply the information you requested promptly but no later than 20 working days, unless

- we require further clarification in order to locate the information you have requested
- we apply an exemption to withhold information
- a time extension is necessary
- you have not paid the requested fee

Please make all requests to the Clerk via info@twcommons.org or PO Box 729, Tunbridge Wells, TN9 9WF.

Date of review: October 2025

Date of next review: October 2028