KEMPSFORD PARISH COUNCIL

Clerk: Mrs Teresa Griffin, Winterwood, Whelford, Fairford, Glos. GL7 4EB
Tel: 01285 713691 email: teresagriffin@kempsford.net

Information available from Kempsford Parish Council under the model publication scheme

adopted by the Council at its meeting held on 16th December 2008

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Hard copy – see Clerk Parish Newsletter, Website	*10p/sheet* *Free*
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy – see Clerk Parish Newsletter, Website	*10p/sheet* *Free*
Location of main Council office and accessibility details	N/A	
Staffing structure	See Clerk	*10p/sheet* *Free*

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		
Annual return form and report by auditor	*Hard copy – see Clerk*	*10p/sheet*
Finalised budget	*Hard copy – see Clerk*	*10p/sheet*
Precept	*Hard copy – see Clerk*	*10p/sheet*
Borrowing Approval letter	*N/A*	
Financial Standing Orders and Regulations	*Hard copy – see Clerk*	*10p/sheet*
Grants given and received	*Hard copy – see Clerk*	*10p/sheet*
List of current contracts awarded and value of contract	*Hard copy – see Clerk*	*10p/sheet*
Members' allowances and expenses	*Hard copy – see Clerk*	*10p/sheet*
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	*Hard copy – see Clerk*	*10p/sheet*
Quality status	*N/A*	
Local charters drawn up in accordance with DCLG guidelines		
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)	Parish Newsletter, Website & Noticeboards	*Free*
Agendas of meetings (as above)	Website & Noticeboards	*Free*
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website & Noticeboards	*Free*
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – see Clerk	*10p/sheet*
Responses to consultation papers	Hard copy – see Clerk	*10p/sheet*
Responses to planning applications	Hard copy – see Clerk	*10p/sheet*
Bye-laws	Hard copy – see Clerk	*10p/sheet*
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	Hard copy – see Clerk	*10p/sheet*
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy	Hard copy – see Clerk	*10p/sheet*

Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Hard copy – see Clerk	
Records management policies (records retention, destruction and archive)	Hard copy – see Clerk	
Data protection policies	Hard copy – see Clerk	
Schedule of charges)for the publication of information)	Hard copy – see Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Hard copy – see Clerk	*10p/sheet*
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)	N/A	
Register of members' interests	Hard copy – see Clerk	*10p/sheet*
Register of gifts and hospitality	Hard copy – see Clerk	*10p/sheet*
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	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy – see Clerk	*10p/sheet*
Burial grounds and closed churchyards	Hard copy – see Clerk	*10p/sheet*
Community centres and village halls	Hard copy – see Clerk	*10p/sheet*

Parks, playing fields and recreational facilities	Hard copy – see Clerk	*10p/sheet*
Seating, litter bins, clocks, memorials and lighting	Hard copy – see Clerk	*10p/sheet*
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Teresa Griffin (Clerk and Responsible Financial Officer)
Winterwood,
Whelford,
Fairford,
Glos. GL7 4EB
Tel. 01285 713691
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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 @ 0.10p per sheet (black & white)	Actual cost *
	Photocopying @ 0.25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority