

Information available from Kensworth Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Current information only)	(hard copy or website)	
List of Council members and their responsibilities, including Council Committees.	Website Hard Copy	Free 25p/sheet
Details of representation on public bodies	N/A	
Contact details for Parish Clerk and Council members	Website	Free
Accessibility details	Website	Free
Staffing structure	Website	Free
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return and report by auditor	Website Hard copy	Free 25p/sheet
Finalised budget	Website Hard copy	Free 25p/sheet
Precept	Website (Minutes)	Free
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard copy	Free 25p/sheet
Grants given and received	Website (Minutes) Hard copy	Free 25p/sheet
Current contracts and value of contract	N/A	
Members' allowances and expenses (Chairman)	Website (Budget) Hard copy	Free 25p/sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	N/A	
Annual Report to Parish	Website Hard copy	Free 25p/sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Data Protection or other impact assessments	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year minimum.		
Timetable of meetings	Website	Free
Agendas of meetings	Website Hard copy	Free 25p/sheet

Minutes of meetings (exempt excluded)	Website Hard copy	Free 25p/sheet
Reports presented to council meetings	Hard copy	25p/sheet
Responses to consultation papers	Hard copy	25p/sheet
Responses to planning applications	Website (Minutes)	Free
Bye-laws	Hard copy	25p/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	Website Hard copy	Free 25p/sheet
Committee and sub-committee terms of reference	Website Hard copy	Free 25p/sheet
Delegated authority in respect of officers	Website Hard copy	Free 25p/sheet
Code of Conduct	Website Hard copy	Free 25p/sheet
Accessibility Statement	Website	Free
Policies and procedures for the provision of services and about the employment of staff:		
Equality and diversity policy	Website Hard copy	Free 25p/sheet
Health and safety policies	Hard copy	25p/sheet
Recruitment policies (including current vacancies)	Hard copy	25p/sheet
Policies and procedures for handling requests for-information	Hardcopy	25p/sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hardcopy	Free 25p/sheet
Records management policies (records retention, destruction and archive)	Hard copy	25p/sheet
Data protection policies (including data sharing and CCTV usage)	Website Hard copy	Free 25p/sheet
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Website Hard copy	Free 25p/sheet
Disclosure log (indicating the information that has been provided in response to FOIA and EIR requests; recommended as good practice, but may not be held by parish councils)	Hard copy	25p/sheet
Register of members' interests	Available on Central	Free

	Bedfordshire Council Website Hard copy	25p/sheet
Register of gifts and hospitality	Hard copy	25p/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 may only be by inspection)	
Allotments	Website Hard copy	Free 25p/sheet
Burial grounds–Closed churchyard	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website Hard copy	Free 25p/sheet
Seating, litter bins, memorial	Contact the Clerk	Free
Bus shelters	Contact the Clerk	Free
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	Contact the Clerk	Free
Additional Information Other information:		
- The council recognises that proactive publication reduces formal information requests and will routinely consider publishing of documentation. - The Parish Council reserves the right to refuse requests for information that are considered vexatious, repeated, or manifestly unreasonable, in accordance with Section 14 of the Freedom of Information Act 2000. - Exemption applies where cost of compliance exceeds appropriate limit in accordance with Section 12 of the Freedom of Information Act 2000. The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 s4 (4)		

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 @ 25p per sheet (black & white)	Estimate of actual cost
	Photocopying @ 50p per sheet (colour)	Estimate of actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Staff time	£25.00/hour	The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 s4 (4)

Contact details for direct information requests:

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Monday-Friday (part time hours)

This Model Publication Scheme was adopted by Kensworth Parish Council without modification.

Date: _____ **Minute Reference:** _____