

Information available from KNOCKHOLT Parish Council under the Model publication scheme

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)		
Who's who on the Council and its Committees	Hard copy (Contact Clerk) Parish Council Website	-
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy (Contact Clerk) Parish Council Website Parish News	-
Location of main Council office and accessibility details		
Staffing structure		
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 (Contact Clerk) Website	10p a page Free
Finalised budget	Hard copy (Contact Clerk)	10p a page
Precept	Hard copy (Contact Clerk)	10p a page
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy (Contact Clerk) Website	10p a page Free
Grants given and received	Hard copy (Contact Clerk) Website	10p a page Free
List of current contracts awarded and value of contract		
Members' allowances and expenses		

Class 3 – what our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy (Contact Clerk) Website	10p a page Free
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<u>Hard copy (Contact Clerk)</u> <u>Website</u>	<u>10p a page</u> <u>Free</u>
Quality status		
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum	Hard copy (Contact Clerk) Website	10p a page Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy (Contact Clerk) Parish Council Website Village Notice Boards	Free Free Free
Agendas of meetings (as above)	Hard copy (Contact Clerk) Parish Council Website Village Notice Boards	10p a page Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Contact Clerk) Parish Council Website Village Notice Boards	10p a page Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy (Contact Clerk) Noticeboards Website	10p a page Free Free
Responses to consultation papers	Hard copy (Contact Clerk) Website	10p a page Free
Responses to planning applications	Hard copy (Contact Clerk) Website	10p a page Free
Bye laws		

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Hard copy (Contact Clerk) Website</p>	<p>10p a page Free</p>
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Hard copy (Contact Clerk) Website</p> <p>Hard copy (Contact Clerk)</p> <p>Hard copy (Contact Clerk)</p> <p>Hard copy (Contact Clerk)</p>	<p>10p a page Free</p> <p>10p a page</p> <p>10p a page</p> <p>10p a page</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy (Contact Clerk)</p>	<p>10p a page</p>
<p>Information security policy</p>		
<p>Records management policies (records retention, destruction and archive)</p>		
<p>Data protection policies</p>		
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy (Contact Clerk)</p>	<p>10p a page</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>Hard copy (Contact Clerk) Website</p>	<p>10p a page Free</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most</p>		

Circumstances existing access provisions will summarise		
Assets Register	Hard copy (Contact Clerk)	10p a page
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)		
Register of members' interests	Website	Free
Register of gifts and hospitality	Hard copy (Contact Clerk)	Inspection only
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	Hard copy (Contact Clerk)	10p a page
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities	Hard copy (Contact Clerk)	10p a page
Seating, litter bins, clocks, memorials and lighting	Hard copy (Contact Clerk)	10p a page
Bus shelters	Hard copy (Contact Clerk)	10p a page
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Twitter	
Contact Details: Louise Goldsmith 75 Hazen Road Kings Hill West Malling Kent ME19 4JU		

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 * 10p
	Photocopying @20p per sheet (colour)	Actual cost* 20p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority