



Publication Scheme

The table below details information that Kingsbrook Parish Council can provide in order to meet its commitments under the model publication scheme.

Before a request is made for information, it may be helpful to see if the information required is already available on the Kingsbrook Parish Council website. For instance, Parish Council decisions, spend and planning responses can be found in the council's minutes.

Please note that Kingsbrook Parish Council's information is available unless:

- it does not hold the information;
- the information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf.
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Class 1 – Who we are and what we do

(Organisation information, structures, locations, and contacts)

Information to be published	How the information can be obtained	Cost
Who is on the Council and its Committees	Published on the website	-
Contact details for Parish Clerk and Council members	Published on the website	-
Location of main Council office and accessibility details	Kingsbrook Parish Council does not have an office but contact details for the Parish Clerk are published on the website	-
Staffing structure	Published on the website	-

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)

Information to be published	How the information can be obtained	Cost
Annual return form and report by auditor	Published on the website	-
Finalised budget	Published on the website	-
Precept	Published on the website	-

Borrowing Approval letter	Not applicable	-
Financial Standing Orders and Regulations	Published on the website	-
Grants given and received	Published on the website	-
List of current contracts awarded and value of contract	Available on request by email	-
Members' allowances and expenses	Available on request by email	-

Class 3 – What are priorities are and how we are doing them

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained	Cost
Parish Plan	Published on the website	-
Annual Report to Parish or Community Meeting	Published on the website	-
Quality status	Not applicable	-

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Information to be published	How the information can be obtained	Cost
Timetable of meetings	Published on the website	-
Agendas of meetings	Published on the website	-
Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Published on the website	-
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Published on the website	-
Responses to consultation papers	Published on the website	-
Responses to planning applications	Published on the website	-
Bye-laws	Not applicable	-

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference 	Published on the website or under review/development	-

<ul style="list-style-type: none"> • Delegated authority in respect of officers • Code of Conduct • Policy statements 		
<p>Agendas Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • 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) of meetings 	Published on the website or under review/development	-
Information security policy	Under review/development	-
Records management policies (records retention, destruction and archive)	Under review/development	-
Data protection policies	Published on the website	-
Responses to planning applications	Published on the website	-
Schedule of charges (for the publication of information)	As below, final item	-

Class 6 – Lists and Registers

Information to be published	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	-
Asset register	Under review/development	-
Disclosure log (indicating the information that has been provided in response to requests)	Available on request by email	-
Register of members' interests	Under review/development	-
Register of gifts and hospitality	Available on request by email	-

Class 7 – The service we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses))

Information to be published	How the information can be obtained	Cost
Allotments	Under review/development	-
Burial grounds and closed churchyards	Not applicable	-
Community centres and village halls	Under review/development	-
Parks, playing fields and recreational facilities	Under review/development	-
Seating, litter bins, clocks, memorials and lighting	Under review/development	-
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with t Under review/development hose fees (e.g. burial fees)	Under review/development	

Contact details:

Melody O'Donnell (Parish Clerk)

Tel: 07899 639864

Email: clerk@kingsbrookpc.co.uk

Schedule of Charges

Please note that no charge will be made for documents sent via e-mail except in rare cases where the information is not readily available in which case the Clerk's time will be charged at £10.00 per hour (pro rata).

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost of printing ink and paper
	Photocopying @ 50p per sheet (colour)	Actual cost of printing ink and paper
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee	Not applicable, unless a search is required, when the actual statutory fee will be charged, plus any photocopying required	In accordance with the relevant legislation