

## **Information available from Kessingland Parish Council under the Model Publication Scheme.**

### **Class 1 – Who are we and what we do**

(Organisational information, structures, locations and contacts)

This will be current information only

Who's who on the Council and its Committees Clerk 10p per copy / Website Free

Contact details for Parish Clerk Notice boards Free / Website Free

Contact details for Council Members (named contacts where possible with telephone numbers and email addresses (if used)). Clerk 10p per copy / Website Free

Location of Main Council Office and accessibility details Notice boards Free / Website Free

Staffing structure Clerk only

### **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 £2 per copy

Finalised budget Hard Copy £2 per copy

Precept See minutes of meetings

Borrowing Approval Letter --

Financial Standing Orders and Regulations Hard Copy £3 per copy

Summary of Grants given and Received Hard Copy 10p per sheet

List of current contracts awarded and value of contract Hard Copy 10p per sheet

Members allowances and Expenses. Hard Copy 10p per sheet

### **Class 3 – What our priorities are and how we are doing**

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

Parish Plan (current and previous year as minimum) Hard Copy £3 per copy / Website Free

Minutes/Annual Report of Parish or Community Meeting (current and previous year as a minimum) Hard Copy £2 per copy / Website Free

Quality Status confirmation Website Free / Hard copy 10p per copy

Local charters drawn up in accordance with DCLG guidelines ---

### **Class 4 – How we make Decisions**

(Decision making processes and records of decisions)

Timetable of meetings (Council any Committee/sub-committee meetings and parish meetings).

Notice board Free / Website Free / Hard copy 10p per sheet

Agendas of meetings(as above) Noticeboard Free / Website Free / Hard copy 10p per sheet

Minutes of meeting (as above) - - nb this will exclude information that is properly regarded as private to the meeting. Website Free / Hard Copy £1 per set of minutes

Committee reports presented to Council meetings- nb this will exclude information that is properly regarded as private to the meeting Hard Copy 10p per sheet

Responses to consultation papers Website Free / Hard Copy 10p per sheet

Responses to planning applications On WDC Planning Portal Free / Hard Copy 10p per sheet

Byelaws ----

### **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 Hard Copy £3 per copy

Committee and sub-committee terms of reference Hard Copy 10p per sheet

Delegated authority in respect of Officers.

Code of Conduct Model Policy Hard Copy £3 per copy

Policy Statements --

Policies and procedures for the provision of services and about the employment of staff Only Clerk employed

Internal 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 Hard Copy /10p per sheet

Complaints procedures (including those covering requests for information and operating the publication scheme) Hard copy 10p per sheet

Information security policy --

Records management policies records retention, destruction and archive) Hard copy Policy £1 per copy

Data protection policies As on website Free

Schedule of charges (for the publication of information) Hard Copy £1 per copy.

### **Class 6 – Lists and Registers**

Currently maintained lists and registers only

Some information may only be available by inspection

Any publicly available register (if any are held this could be publicised; in most circumstances existing access provisions will suffice) Hard Copy £1 per copy

Assets Register Hard Copy £1 per copy

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 Hard copy £1 per member

Register of gifts and hospitality Hard copy £1 per member

### **Class 7 - The service we Offer**

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

the public and businesses) some information may only be available for inspection.

Current information only.

Allotments- list of Plots Hard Copy 10p per sheet

Burial grounds and closed churchyards --

Community Centres and Village Halls By inspection

Parks, playing fields and recreational facilities By inspection

Seating, litter bins, clocks, memorials and lighting By inspection

Bus shelters By inspection

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) --

### **Class 8 – Additional Information**

This will provide Councils with the opportunity to publish information that is not itemised in the lists above Hard Copy or Website some information may only be available by inspection

**Contact details :-**

**Clerk - Mrs L J Beavor,**

**4 The Spinney**

**Beccles**

**NR34 7DF**

**SCHEDULE OF CHARGES.**

This describes how the charges have been arrived at and should be published as part of the guide.

Hard copy - Photocopying Actual cost @10p per sheet(black & white)

Postage Actual cost of Royal Mail standard 2<sup>nd</sup> Class

Labour Actual cost

**Statutory Fee** Statutory fee in accordance with relevant Legislation.

**Other -- --**