



## Publication Scheme - Information available from Kessingland Parish Council

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Organisational information, structures, locations and contacts. This will be current information only.	Hard copy or website	25p per copy / Free on website
Who's who on the Council and its Committees	Hard copy or website	25p per copy / Free on website
Contact details for Parish Clerk	Hard copy or website, notice boards	25p per copy / Free on website and Notice boards
Contact details for Council members (named contacts where possible with telephone number and email address)	Hard copy or website	25p per copy / Free on website
Location of main Council office and accessibility details	Hard copy or website	25p per copy / Free on website
Staffing structure: Clerk, Admin Assistant, Groundsman, Litter picker / Gatekeeper / Cleaner	Hard copy	25p per copy
<b>Class 2 – What we spend and how we spend it</b>		
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 Website	£2 per copy Free on website

Finalised budget	Hard copy	£2 per copy
Precept	See Minutes of meetings on website Hard copy	Free on website £2 per copy
Financial Regulations and Standing Orders	Hard copy Website	£3 per copy Free on website
Grants given and received	Hard copy	25p per sheet
List of current contracts awarded. NB: This will exclude the value of contracts as this information is deemed commercially sensitive information and is excluded under Section 43 of the Freedom of Information Act.	Hard copy	25p per sheet
Members' allowances and expenses	Hard copy	25p per sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous year as a minimum		
Neighbourhood Plan Current Kessingland Neighbourhood Plan 2016 – 2030 version.	Hard copy or website	£3 per copy / Free on website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy or website	£2 per copy / Free on website
Quality status confirmation	Hard copy or website	25p per sheet / Free on website
<b>Class 4 – How we make decisions</b>		
Decision making processes and records of decisions. Current and previous council year as a minimum.		
Timetable of meetings: Council and any committee / sub-committee meetings and parish meetings	Notice boards Website Hard copy	Free on Notice boards Free on website 25p per copy
Agendas of meetings (as above)	Notice boards Website	Notice boards Free on website

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	Hard copy	25p per copy
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free on website £1 per set of Minutes
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy	25p per sheet
Responses to consultation papers	Hard copy	25p per sheet
Responses to planning applications	Website Inspection – Parish Council Office East Suffolk Council - Planning Portal	Free on Parish website / Free on East Suffolk Council Planning Portal / 25p per sheet hard copy
<b>Class 5 – Our policies and procedures</b>		
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 Code of Conduct	Website / Hard copy Website / Hard copy Website / Hard copy	Free on website £3 per copy 25p per sheet £3 per copy
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website / Hard copy Website / Hard copy	Free on website 25p per sheet 25p per sheet
Records management policies (records retention, destruction and archive)	Hard copy	£1 per copy
Data Protection Policies	Website Hard copy	Free on website £1 per copy
Schedule of charges (for the publication of information)	Website Hard copy	Free on website £1 per copy
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	£1 per copy
Assets Register	Hard copy	£1 per copy
Register of Members' Interests	Website via link to East Suffolk Council Hard copy	Free on website £1 per member
Register of gifts and hospitality	Hard copy	£1 per member
<b>Class 7 – The services we offer</b>		
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: list of plots	Hard copy	25p per sheet
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	By inspection	25p per sheet
Seating, litter bins, clocks, memorials and lighting	By inspection	25p per sheet
Bus shelters	By inspection	25p per sheet

### Contact Details:

Donna Lee, Parish Clerk, Kessingland Parish Council, First Floor Office, Marram Green, Hall Road, Kessingland, Suffolk, NR33 7PP

Tel: 01502 744367

Email: [clerkkessingland@outlook.com](mailto:clerkkessingland@outlook.com)

Website: [Kessingland.onesuffolk.net](http://Kessingland.onesuffolk.net)

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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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement Cost</b>	Photocopying @ 25p per sheet (black & white)	* Actual cost
	Photocopying @ 75p per sheet (colour)	* Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Labour</b>		Actual cost
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* The actual cost incurred by the Council including staff time.