
Kenn Parish Council

Freedom of Information Publication Scheme

Adopted by Kenn Parish Council on
the 6 July 2015 (min 15/119)

Information available from Kenn Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do Organisational information, structures, locations and contacts</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>Hard copy and/or website</p> <p>For all information identified as being available on the website the address is: www.kenn-pc.org.uk</p>	<p><i>Costs shown for hard copies is for 1 copy of each document, ie copies of current and previous years (2 docs) will double the cost.</i></p>
<p>Who's who on the Council and its Committees</p> <p>1) Councillors elected in 2015</p> <p>2) Planning Committee appointed annually at the Statutory Annual Meeting</p>	<p>Website</p> <p>Hard copy on request</p>	<p>Free</p> <p>15p + p&p</p>
<p>Contact details for (named contacts where possible with telephone number and email address (if used))</p> <p>Parish Clerk and Council members elected in 2015</p>	<p>Website</p> <p>Hard copy on request</p>	<p>Free</p> <p>15p + p&p</p>
<p>Location of main Council office</p> <p>Parish Clerk works from home – address is on the website</p>	<p>Website</p> <p>Hard copy on request</p>	<p>Free</p> <p>15p + p&p</p>
<p>Staffing structure – the only staff is the Parish Clerk</p>		
<p>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</p> <p>* Current and previous financial year as a minimum</p>	<p>Hard copy and/or website</p>	<p><i>See note above about costs and numbers of hard copies requested</i></p>
<p>Annual return form and report by auditor</p> <p>1) The annual return for the Financial Year * (6 pages)</p> <p>2) Receipts and payments as reported at the end of the Financial Year *</p>	<p>Website</p> <p>Hard copy on request</p>	<p>Free</p> <p>1) 55p + p&p</p> <p>2) 15p + p&p</p>
<p>Finalised budget for Financial Year *</p>	<p>Website</p> <p>Hard copy on request</p>	<p>Free</p> <p>15p + p&p</p>
<p>Precept request for current Financial Year *</p>	<p>Website</p> <p>Hard copy on request</p>	<p>Free</p> <p>15p + p&p</p>
<p>Borrowing Approval letter</p>		
<p>Financial Regulations (15 pages)</p>	<p>Website</p> <p>Hard copy on request</p>	<p>Free</p> <p>£1.40p + p&p</p>

Grants given and received	Website Hard copy on request	Free 15p + p&p
Information to be published	How the information can be obtained	Cost
List of current contracts awarded and value of contract	Website Hard copy on request	Free 15p + p&p
Members' expenses	Website Hard copy on request	Free 15p + p&p
Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews	Hard copy or website	<i>See note on page 1 about costs and numbers of hard copies requested</i>
Parish Plan (current and previous year as a minimum)	Website Hard copy on request	Free p & p
Annual Report to Parish or Community Meeting (current and previous year as a minimum) 1) Agenda, Chairman's Report, Financial Report (5 pages) 2) Minutes	Website Hard copy on request	Free 1) 45p + p&p 2) 9p a page +p&p
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions		
(Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy or website	<i>See note on page 1 about costs and numbers of hard copies requested</i>
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy on request	Free 15p + p&p
Agendas of meetings (as above)	Website Hard copy on request	Free 9p a page +p&p
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free 9p a page +p&p
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free 9p a page +p&p
Responses to consultation papers	Website Hard copy on request	Free 9p a page +p&p
Responses to planning applications	North Somerset Council Website Hard copy on request	Free 9p a page +p&p
Bye-laws		

Information to be published	How the information can be obtained	Cost
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only	Hard copy or website	<i>See note on page 1 about costs and numbers of hard copies requested</i>
Policies and procedures for the conduct of council business: 1) Procedural Standing Orders (20 pages) 2) Financial Regulations (15 pages) 3) Committee and sub-committee terms of reference 4) Delegated authority in respect of officers 5) Code of Conduct 6) Policy statements	Website Hard copy on request	Free 1) £1.80p + p&p 2) £1.40p + p&p 3) to 6) 9p a page +p&p
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services 1) Equality and diversity policy 2) Health and safety policy Recruitment policies (including current vacancies) 3) Policies and procedures for handling requests for information 4) Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy on request	Free 9p a page +p&p
Information security policy		
Records management policies (records retention, destruction and archive)	Website Hard copy on request	Free 9p a page +p&p
Data protection policies	Website Hard copy on request	Free 9p a page +p&p
Schedule of charges for the publication of information	See page 5 of this document	
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy or website. Some information may only be available by inspection	<i>See note on page 1 about costs and numbers of hard copies requested</i>
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 on request	Free 15p + p&p

Information to be published	How the information can be obtained	Cost
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	Available by inspection. Contact the Parish Council or can be viewed on North Somerset Council website	
Register of gifts and hospitality		
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 information may only be available by inspection	<i>See note on page 1 about costs and numbers of hard copies requested</i>
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities	Website Hard copy on request	Free 9p a page +p&p
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		
Parish Council news page in the village newsletter		
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		

Contact details:

Parish Clerk – Eleanor Wade
98a Walton Road
Clevedon
BS21 6 AN

email: clerk@kenn-pc.org.uk

Tel: 07580 195 645

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 @ stated cost per sheet (black & white)	Actual cost* 1) single sheet copies 10p (paper, ink/copying costs) plus 5p staff time per sheet 2) multi sheet copies 8p per sheet (paper, ink/copying costs) plus 1p staff time per sheet
	Photocopying @ ..p per sheet (colour)	Actual cost Not available
	Postage	Actual cost* of Royal Mail standard 2 nd class postage per letter size and weight
	Packaging	Actual cost* of appropriate envelope for the size/number of documents requested
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority