

Kempsey Parish Council

Publication Scheme

Document revisions

Revision	Description	Adopted
1.0.0	Publication Scheme, approved and adopted	31/12/2008
2.0.0	Format changes, Class 2 amended, Class 4 amended, Class 5 amended	01/05/2013
2.1.0	Class 2, Class 4, Class 5 amended	10/06/2013

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Kempsey Parish Council Publication Scheme – Information available

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>		
Who's who on the Council and its Committees	NB NL PM WS	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	NB NL PM WS	
Location of main Council office and accessibility details	NB NL PM WS	
Staffing structure	NB NL PM WS	

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	HC NB WS	
Finalised Council, Committees, Sub-Committees and Working Parties budgets	HC	
Finalised detailed Committees, Sub-Committees and Working Parties budgets	IN	
Precept	HC	
Borrowing Approval letter	HC	
Financial Standing Orders and Regulations	HC WS	
Grants given and received	HC	
List of current contracts awarded and value of contract	HC	
Members' allowances and expenses	HC	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	HC WS	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	HC NL WS	
Quality status	HC	
Local charters drawn up in accordance with DCLG guidelines	HC	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	HC NB WS	
Agendas of meetings (as above)	HC NB WS	
Minutes of Full Council, Commons & Hams, Community Centre, Environment, Recreation and Planning Committee meetings (as above) – n.b. this will exclude information that is properly regarded as personal, private, financially or commercially sensitive. To be actioned by the Proper Officer.	HC WS	
Minutes of Staff Committee meetings (as above) – n.b. this will exclude information that is properly regarded as personal, private, financially or commercially sensitive. To be actioned by the Proper Officer.	IN	
Reports presented to council meetings - n.b. this will exclude information that is properly regarded as private to the meeting.	HC	
Responses to consultation papers	HC	
Responses to planning applications	HC	
Bye-laws	HC	

<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>Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders Code of Conduct Policy Statements</p>	HC WS	
<p>Committee and sub-committee terms of reference Delegated authority in respect of officers</p>	HC	
<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 Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)</p>	HC	
<p>Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	HC WS	
<p>Information security policy</p>	HC	
<p>Records management policies (records retention, destruction and archive)</p>	HC WS	
<p>Data protection policies</p>	HC WS	
<p>Schedule of charges (for the publication of information)</p>	HC	

Class 6 – Lists and Registers		
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)	HC	
Assets Register	HC	
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)	HC	
Register of members' interests	HC	
Register of gifts and hospitality	HC	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	HC	
Parks, playing fields and recreational facilities	HC	
Seating, litter bins, clocks, memorials and lighting	HC	
Bus shelters	HC	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	

<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details:

The Clerk to Kempsey Parish Council
Parish Office, Community Centre,
Kempsey, Worcester
WR5 3LQ

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	Minimum Charge of £1 for up to 6 copies and to include postage. Thereafter, 10p per sheet plus postage	
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

Key:

HC – Hard Copy
NL – Newsletter

IN- Inspection
PM – Parish Magazine

NB – Notice Boards
WS – Website