



## Information available from Kennington Parish Council Publication Scheme January 2023

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  N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(hard copy and/or website)	
Who's who on the Council and its Committees	Website  Hard copy	Free  10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website  Hard copy	Free  10p per sheet
Location of main council office and accessibility details	Website  Hard copy	Free  10p per sheet
Staffing structure	Website  Hard copy	Free  10p per sheet

<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)	(hard copy and/or website)	
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy	10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept	Hard copy	10p per sheet
Borrowing Approval letter	Hard copy	10p per sheet
Financial Standing Orders and Regulations	Hard copy	10p per sheet
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
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
<del>Parish Plan (current and previous year as a minimum)</del>	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy of Chairman's and Clerk's report	10p per sheet
<del>Quality status</del>	Not applicable	
<del>Local charters drawn up in accordance with DCLG guidelines</del>	Not applicable	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Village Notice Boards for inspection  Hard copy	Free  10p per sheet
Agendas of meetings (as above)	Website/Notice Board in village hall for inspection  Hard copy at meeting	Free  Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/ Notice Board in village hall for inspection  Hard copy of minutes of the previous meeting at monthly council meeting	Free  Free
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	Hard Copy	10p per sheet
Responses to planning applications	Website –responses are documented in planning minutes  Hard Copy	Free  10p per sheet

<del>Bye laws</del>	Not Applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements (Grants policy, Flying the Union flag)	Website (procedural standing orders only)  Hard copy	Free  10p per sheet
Policies and procedures for the provision of services and about the employment of staff:  <del>Internal policies relating to the delivery of services</del> Equality and diversity policy <del>Health and safety policy</del> <del>Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website  Hard copy	Free  10p per sheet
<del>Information security policy</del>	Not available at this time- policy to be drafted for approval	

Records management policy (records retention, destruction and archive)	Hard copy	10p per sheet
Data protection and privacy policies	Website	Free
	Hard copy	10p per sheet
Schedule of charges (for the publication of information)	Website	Free
	Hard copy	10p per sheet
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	Free
	Hard copy	10p per sheet
Assets Register	Hard Copy	10p per sheet
<del>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)</del>	Not applicable	
Register of members' interests	Hard Copy	10p per sheet
Register of gifts and hospitality	Hard Copy	10p per sheet

<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)	
<del>Allotments</del>	Not applicable	
<del>Burial grounds and closed churchyards</del>	Not applicable	
<del>Community centres and village halls</del>	Not applicable	
Parks, playing fields and recreational facilities	Summary available on Website/Village Notice Boards for inspection  Hard copy  Inspection of files as agreed with the Clerk	Free  10p per sheet  Free
Seating, litter bins, <del>clocks</del> , memorials and lighting	Website/Village Notice Boards for inspection  Hard copy  Inspection of files as agreed with the Clerk	Free  10p per sheet  Free
Bus shelters	Website/Village Notice Boards for inspection  Hard copy	Free  10p per sheet

	Inspection of files as agreed with the Clerk	Free
<del>Markets</del>	Not applicable	
<del>Public conveniences</del>	Not applicable	
Agency agreements (Grass cutting agreement with Oxfordshire County Council only)	Hard Copy	10p per sheet
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>	Not applicable	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Summary of Services in section 7 above in the village and appropriate contact names and telephone numbers	Website/Village Notice Boards for inspection	Free
	Hard copy	10p per sheet

### Contact details:

All requests for hard copies should be made by email or in writing to the Clerk to the Council

Mrs Anne Feather

20 Kennington Road

Kennington

Oxford

OX1 5NZ

Tel: 01865 421126

Email: clerk@kennington-pc.gov.uk

### 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
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost *
	Photocopying in colour Price on application	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<del>Statutory Fee</del>		<del>In accordance with the relevant legislation (quote the actual statute)</del>
<b>Other</b>	Copies of items archived at Oxfordshire County Archives Cost on application	

\* the actual cost incurred by the public authority including third party charges and clerk's time.