

Information available from KEMSING 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><u>Kemsing Parish Council Office:</u> The Clerk’s Office, St. Edith Hall, High Street, Kemsing, Sevenoaks, Kent, TN15 6NA Tel: 01732 762 841 Email: kemsingpc@tiscali.co.uk Website: kemsingpc.kentparishes.gov.uk Clerk: Mrs. Yolanda Tredoux</p>		
Who’s who on the Council and its Committees	Hard copy (from Clerk) Parish Council Website	10p per A4 side
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy (from Clerk) Parish Council Website Village Notice Boards	10p per A4 side
Location of main Council office and accessibility details		
Staffing structure		

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 (from Clerk)	10p per A4 side
Finalised budget	Hard copy (from Clerk)	10p per A4 side
Precept	Hard copy (from Clerk)	10p per A4 side
Borrowing Approval letter		N/A
Financial Standing Orders and Regulations	Hard copy (from Clerk)	10p per A4 side
Grants given and received	Hard copy (from Clerk)	10p per A4 side
List of current contracts awarded and value of contract		N/A
Members' allowances and expenses		
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)		N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		N/A
Quality status		N/A
Local charters drawn up in accordance with DCLG guidelines		N/A

<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>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Hard copy (from Clerk) Parish Council Website Village Notice Boards Kemsing Library</p>	<p>10p per A4 side</p>
<p>Agendas of meetings (as above)</p>	<p>Hard copy (from Clerk) Parish Council Website Village Notice Boards Kemsing Library</p>	<p>10p per A4 side</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy (from Clerk) Parish Council Website Village Notice Boards Kemsing Library</p>	<p>10p per A4 side</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy (from Clerk)</p>	<p>10p per A4 side</p>
<p>Responses to consultation papers</p>	<p>Hard copy (from Clerk)</p>	<p>10p per A4 side</p>
<p>Responses to planning applications</p>	<p>Hard copy (from Clerk)</p>	<p>10p per A4 side</p>
<p>Bye-laws</p>	<p>Hard copy (from Clerk)</p>	<p>10p per A4 side</p>
<p></p>	<p></p>	<p></p>
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		

Current information only		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Hard copy (from Clerk)</p> <p>Hard copy (from Clerk)</p> <p>Hard copy (from Clerk)</p> <p>Hard copy (from Clerk)</p>	<p>10p per A4 side</p> <p>10p per A4 side</p> <p>10p per A4 side</p> <p>10p per A4 side</p>
<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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy (from Clerk)</p>	<p>10p per A4 side</p>
Information security policy	Hard copy (from Clerk)	10p per A4 side
Records management policies (records retention, destruction and archive)	Hard copy (from Clerk)	10p per A4 side

Data protection policies	Hard copy (from Clerk)	10p per A4 side
Schedule of charges (for the publication of information)	Hard copy (from Clerk)	10p per A4 side
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)		
Assets Register	Hard copy (from Clerk)	10p per A4 side
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 (from Clerk)	10p per A4 side
Register of gifts and hospitality	Hard copy (from Clerk)	10p per A4 side
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		
Allotments	Hard copy (from Clerk)	10p per A4 side
Burial grounds and closed churchyards	St. Mary's Church	

Community centres and village halls	Clerk Parish Council Website St. Edith Hall Management Committee	Free
Parks, playing fields and recreational facilities	Enquiries from Clerk Parish Council Website	Free
Seating, litter bins, clocks, memorials and lighting	Enquiries from Clerk	Free
Bus shelters	Enquiries from Clerk	Free
Markets		N/A
Public conveniences	Enquiries from Clerk	Free
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		N/A
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Booklet : Listed Building in Kemsing	Hard copy (from Clerk)	£1-00
Booklet : Selection of Walks in Kemsing	Hard copy (from Clerk)	£1-00
Booklet : Kemsing Nature Reserve	Hard copy (from Clerk)	£5-00
Book : Kemsing in Kent	Post-Offices, Kemsing Heritage Centre	
Kemsing Post – Cards	Post-Offices, Kemsing Heritage Centre	

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 @10p per A4 side (black & white)	Actual cost * 10p per A4 side
	Photocopying @15p per A4 side (colour)	Actual cost *15p per A4 side
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority