

Kingston Parish Council

www.kingston-pc.org.uk

Information available from Kingston Parish Council under the model Freedom of Information Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the council	Hard copy – contact Clerk Website	10p sheet Free
Contact details for parish clerk and council members	Hard copy – contact Clerk Website	10p sheet Free
Location of main council office and accessibility details	Hard copy – contact Clerk Website	10p sheet Free
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Hard copy – contact Clerk Website	10p sheet Free
Finalised budget	Hard copy – contact Clerk Website	10p sheet Free
Precept	Hard copy – contact Clerk Website	10p sheet Free
Financial regulations	Hard copy – contact Clerk Website	10p sheet Free
Quarterly financial reports	Hard copy – contact Clerk Website	10p sheet Free

Class 3 – What our priorities are and how we are doing		
Annual report to parish or community meeting	Hard copy – contact Clerk Website	10p sheet Free
Class 4 – How we make decisions		
Timetable of meetings (council, any committee/sub-committee meetings and parish meetings)	Hard copy – contact Clerk Website	10p sheet Free
Agendas of meetings (as above)	Hard copy – contact Clerk Website	10p sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk Website	10p sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk Website	10p sheet Free
Responses to planning applications	Hard copy – contact Clerk Website	10p sheet Free
Class 5 – Our policies and procedures		
Procedural standing orders Code of conduct Equality and diversity policy Health and safety policy Complaints procedure Data protection & information security policy	Hard copy – contact Clerk Website	10p sheet Free
Class 6 – Lists and Registers		
Assets & responsibilities register	Hard Copy– Contact Clerk Website	10p sheet Free
Disclosure log (indicating the information that has been provided in response to requests)	Hard Copy– Contact Clerk Website	10p sheet Free
Register of members' interests	Hard Copy– Contact Clerk Website	10p sheet Free

Class 7 – The services we offer		
Community pavilion	Hard copy – contact Clerk Website	10p sheet Free
Village greens, play area and playing field	Hard copy– Contact Clerk Website	10p sheet Free
Seating, litter bins, clock	Hard copy – Contact Clerk Website	10p sheet Free
Bus shelter	Hard copy– Contact Clerk Website	10p sheet Free

Contact details: Clerk to the Council
 Kingston Community Pavilion
 St Pancras Green
 Church Lane, Kingston
 BN7 3LN
 Telephone: 07526 489933
 Email: clerk@kingston-pc.org.uk

Schedule of charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

Reviewed & Adopted by: Kingston Parish Council	Meeting Date: 9 May 2018 Minute item: 14	Review Date: May 2019	Clerk: JP
--	---	---------------------------------	---------------------