

Information available from Kemble & Ewen 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) 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	<ul style="list-style-type: none"> • Hard copy/email from clerk • Parish website • Village noticeboards 	See schedule below
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<ul style="list-style-type: none"> • Hard copy/email from clerk • Parish website • Village noticeboards 	
<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) Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	<ul style="list-style-type: none"> • Hard copy/email from clerk • Parish website 	See schedule below
Finalised budget	<ul style="list-style-type: none"> • Hard copy/email from clerk 	
Precept	<ul style="list-style-type: none"> • Hard copy/email from clerk 	
Borrowing Approval letter	None	

Financial Standing Orders and Regulations	<ul style="list-style-type: none"> • Hard copy/email from clerk • Parish website 	
Grants given and received	<ul style="list-style-type: none"> • Hard copy/email from clerk • Parish website (minutes) 	
List of current contracts awarded and value of contract	<ul style="list-style-type: none"> • Hard copy from clerk • Parish website (minutes) 	
Members' allowances and expenses	<ul style="list-style-type: none"> • Hard copy from clerk 	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	<ul style="list-style-type: none"> • Hard copy/email from clerk 	See schedule below
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	<ul style="list-style-type: none"> • Hard copy/email from clerk 	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	None	
<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<ul style="list-style-type: none"> • Hard copy/email from clerk • Parish website • Notice board 	See schedule below
Agendas of meetings (as above)	<ul style="list-style-type: none"> • Hard copy/email from clerk • Parish website • Notice board (current) 	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> • Hard copy/email from clerk • Parish website • Noticeboard (most recent) 	

KEPC Publication Schedule – Adopted May 2018

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> • Hard copy/email from clerk • Parish website 	
Responses to consultation papers	<ul style="list-style-type: none"> • Hard copy/email from clerk • Parish website (minutes) 	
Responses to planning applications	<ul style="list-style-type: none"> • Hard copy/email from clerk • Parish website (minutes) 	
Bye-laws	None	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
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	<ul style="list-style-type: none"> • Hard copy/email from clerk • Parish website 	See schedule below
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	See below	
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	<ul style="list-style-type: none"> • Hard copy/email from clerk 	See schedule below
Assets Register	<ul style="list-style-type: none"> • Hard copy/email from clerk 	

KEPC Publication Schedule – Adopted May 2018

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)	<ul style="list-style-type: none"> • Hard copy/email from clerk 	
Register of members' interests	<ul style="list-style-type: none"> • Hard copy/email from clerk • Parish Website 	
Register of gifts and hospitality	<ul style="list-style-type: none"> • Hard copy/email from clerk 	
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		
Burial grounds and closed churchyards	<ul style="list-style-type: none"> • Hard copy/email from clerk 	See schedule below
Community centres and village halls	<ul style="list-style-type: none"> • Hard copy/email from clerk 	
Parks, playing fields and recreational facilities	<ul style="list-style-type: none"> • Hard copy/email from clerk 	
Seating & litter bins	<ul style="list-style-type: none"> • Hard copy/email from clerk 	
Bus shelters	<ul style="list-style-type: none"> • Hard copy/email from clerk 	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<ul style="list-style-type: none"> • Hard copy/email from clerk 	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None		

How to obtain information:

Requests should be made in writing to the Parish Clerk – Sarah Broadley

Via email: kpcclerk@kemble.co.uk

By Post: c/o 23 Top Farm, Kemble, Cirencester, GL7 6FA

Schedule of Charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)