



KEMBLE & EWEN PARISH COUNCIL

Publication Scheme – Information available

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (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.		
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	
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	<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	
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)	<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	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
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)	

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	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	
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)	<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	

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: clerk@kembleandewen-pc.gov.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)