

Current and previous financial year as a minimum		
Annual return form and report by auditor	RFO	“
Finalised budget	RFO – hard copy	“
Precept	RFO – hard copy	“
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	The clerk – hard copy or website	“
Grants given and received	The clerk – hard copy	“
List of current contracts awarded and value of contract	The clerk	
Members’ allowances and expenses	Not paid	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	The clerk – hard copy or website	“
Parish Plan (current and previous year as a minimum)	website	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Kingsdon Chronicle and website	“
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions)	The clerk – hard copy or website	“
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website, noticeboards or the clerk	“

Agendas of meetings (as above)	Website, noticeboards or the clerk. 3 clear days before a meeting.	“
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Kingsdon Chronicle and website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	n/a	
Responses to consultation papers	n/a	
Responses to planning applications	See minutes in Kingsdon Chronicle	
Bye-laws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Clerk – 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	Website or clerk for hard copy if required	“
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website where applicable	

Information security policy	In compliance with GDPR	
Records management policies (records retention, destruction and archive)	Paper copies of minutes kept forever and if not with the clerk then archived with Somerset records Finance details – 6 yrs	
Data protection policies and GDPR	Clerk.	
Privacy Notice	website	
Schedule of charges (for the publication of information)	website	
Class 6 – Lists and Registers		
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)	n/a	
Assets Register	RFO	
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)	n/a	
Register of members’ interests	Apply to the clerk or see website	
Register of gifts and hospitality	n/a	
Class 7 – The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	The clerk - hard copy or website; some information may only be available by inspection	“
Current information only		
Allotments	website	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	website	
Parks, playing fields and recreational facilities	Website or Chronicle	
Seating, litter bins, clocks, memorials and lighting	Clerk to direct to relevant contact	
Bus shelters	n/a	

Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
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	None	

Contact details:

Clerk as above

Website

kingsdonclerk@gmail.com

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 sheet (black & white)	Actual cost based on computer printing
	Photocopying @ 20p per sheet (colour)	Actual cost inc computer cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		