



Version 2  
 Adopted: 21 June 2023  
 Last Reviewed: 14 June 2023  
 Next Review Date: 14 June 2024

### Information available from Kingsthorpe Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations, and contacts)</p> <p>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>	Website	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members	Website	Free
Location of main Council office and accessibility details	n/a	
Staffing structure	n/a	

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts, and financial audit)  Current and previous financial year as a minimum	(hard copy or website)	
Annual return form and report by Auditor	Website	Free
Finalised budget	Website	Free
Precept	Email	Free
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website / Email	Free
Grants given and received	Email	Free
List of current contracts awarded and value of contract	n/a	
Members' allowances and expenses	n/a	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections, and reviews)  Current and previous year as a minimum	(hard copy or website)	
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	
Local Council Award Scheme	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / Email	Free
Agendas of meetings (as above)	Website / Email	Free

Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website / Email	Free
Reports presented to Council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Email	Free
Responses to consultation papers	Website / Email	Free
Responses to planning applications	Website / Email	Free
Byelaws	n/a	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies, and procedures for delivering our services and responsibilities)  Current information only	Website / Email	Free
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 / Email	Free
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and 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 /Email	Free
Information security policy	Website	Free
Records management policies (records retention, destruction and archive)	To be adopted	
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free

<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
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)	Website	Free
Assets register	Website	Free
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)	Website	Free
Register of members' interests	WNC website	Free
Register of gifts and hospitality	WNC website	Free
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	WNC website	Free
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials, and lighting	n/a	
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Services for which the Council is entitled to recover a fee, together with those fees (e.g., burial fees)	n/a	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Kingsthorpe Parish Council is a new council formed 1 <sup>st</sup> April 2020 with 1 <sup>st</sup> elections in May 2021, therefore the information held by the council at this time is limited however additional information will be added as it becomes available.	n/a	

**Contact details:**

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**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

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

\* the actual cost incurred by the public authority