KELSALE-CUM-CARLTON PARISH COUNCIL

Information available from KELSALE-CUM-CARLTON PARISH COUNCIL under the Model Publication Scheme – September 2018

Information to be published	How the information can be obtained	Cost for copy
CLASS 1 – WHO ARE WE & WHAT WE DO		
Who is on the Council and its Committees	Hard copy Village Notice Board/Website	12p per sheet Free
Contact details for Parish Clerk. Communication with the Councillors may be initially gained through the Clerk.	Hard copy Village Notice Board/Website	12p per sheet Free
Location of main Council Office and accessibility details	Village Notice Board	Free
Staffing structure	Parish Clerk	Free
CLASS 2 – WHAT WE SPEND & HOW WE SPEND IT Financial information and documents		
Annual Return form & report from auditor	Hard copy Village notice board	12p per sheet
Finalised budget	Website/Hard copy – contact the Clerk	12p per sheet
Precept	Website/Hard copy – contact the Clerk	12p per sheet
Borrowing approval letter	Hard copy – contact the Clerk	12p per sheet
Financial standing orders & regulations	Website/Hard copy – contact the Clerk	12p per sheet
Grants given and received	Hard copy – contact the Clerk	12p per sheet
List of current contracts awarded and value of contract	Hard copy – contact the Clerk	12p per sheet
Members' allowances and expenses	Hard copy – contact the Clerk	12p per sheet
CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING		

Parish Plan	Hard copy – contact the Clerk	12p per sheet
Annual Report to Parish or Community Meeting	Hard copy – contact the Clerk	12p per sheet
CLASS 4 - HOW WE MAKE DECISIONS		
Timetable of meetings (Council, any committee/sub committee meetings and parish meetings)	Hard copy – contact the Clerk Website/Notice board	12p per sheet
Agendas of meetings	Hard copy – contact the Clerk Website/Notice board	12p per sheet
Minutes of meetings (this excludes the in camera meeting)	Hard copy – contact the Clerk Website/Notice board	12p per sheet
Reports presented to council meetings	Hard copy – contact the Clerk	12p per sheet
Responses to consultation papers	Hard copy – contact the Clerk	12p per sheet
Responses to planning applications	Hard copy – contact the Clerk	12p per sheet
Bye-laws	Hard copy – contact the Clerk	12p per sheet
CLASS 5 – OUR POLICIES AND PROCEDURES Current information only		
Policies and procedures for the conduct of Council business: Procedural standing orders Committees and sub-committee terms of reference Delegated authority in respect of officers Code of conduct Policy statements	Hard copy – contact the Clerk Website	12p per sheet
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 Health and Safety policy Recruitment polices (including current vacancies)	Hard copy – contact the Clerk Website	12p per sheet

Policies and procedures for handling requests for information.		
Complaint procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact the Clerk Website	12p per sheet
Information security policy	Website/Hard copy – contact the Clerk	12p per sheet
Records management policies	Hard copy – contact the Clerk	12p per sheet
Schedule of charges (for the publication of information)	Hard copy – contact the Clerk	12p per sheet
CLASS 6 – LISTS AND REGISTERS		
Any publicly available register or list	Hard copy – contact the Clerk	12p per sheet
Assets Register	Website/Hard copy – contact the Clerk	12p per sheet
Register of members interests	Hard copy – contact the Clerk ESC website	12p per sheet
CLASS 7 – THE SERVICES WE OFFER		
Parks, playing fields and recreational facilities	Hard copy – contact the Clerk	12p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact the Clerk	12p per sheet
Additional Information		
This provides KcCPC the opportunity to publish information that is not itemised in the lists above		

Contact details:

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