

FREEDOM OF INFORMATION

Information available from KELSEA-CUM-CARLTON PARISH COUNCIL under the Model Publication Scheme – November 2008

Information to be published	How the information can be obtained	Costs
CLASS 1 – WHO ARE WE		
Who is on the council and its committees	Hard copy Village Notice Board Parish Council Website	Printing @ 10p per sheet Posting @ the cost of a 2 nd Class Stamp Statutory Fee - A cost of £25.00 per person, per hour can be charged if a request for information exceeds the appropriate limit, currently set at £450 (or 18 hours of work or more). In accordance with the relevant legislation (requests where the cost of compliance with a request exceeds the appropriate limit 20120927, version 1.1) Other costs - The actual cost incurred by the public authority
Contact details for Parish Clerk and Council members (named contacts including telephone numbers)	Hard copy Village Notice Board	Printing @ 10p per sheet Posting @ the cost of a 2 nd Class Stamp
Staffing structure	Parish Clerk (RFO)	Printing @ 10p per sheet Posting @ the cost of a 2 nd Class Stamp
CLASS 2 – WHAT WE SPEND & HOW WE SPEND IT		
Financial information & documents		
Annual Return form & report by auditor	Hard copy Village notice board as per statutory requirements	Printing @ 10p per sheet Posting cost of a 2 nd Class Stamp Statutory Fee - A cost of £25.00 per person, per hour can be charged if a req for info exceeds the appropriate limit, currently set at £450 (or 18 hours of work or more). In accordance with the relevant legislation (requests where the cost of compliance with a request exceeds the appropriate limit 20120927, version 1.1) Other costs - The actual cost incurred by the public authority

Internal & external audit documents	Hard copy – contact Parish Clerk	Printing @ 10p per sheet Posting @ the cost of a 2 nd Class Stamp Statutory Fee - A cost of £25.00 per person, per hour can be charged if a request for information exceeds the appropriate limit, currently set at £450 (or 18 hours of work or more). In accordance with the relevant legislation (requests where the cost of compliance with a request exceeds the appropriate limit 20120927, version 1.1) Other costs - The actual cost incurred by the public authority
Finalised budget	Hard copy – contact Parish Clerk	10p per sheet Posting @ the cost of a 2 nd Class Stamp
Precept	Hard copy – contact Parish Clerk	10p per sheet Posting @ the cost of a 2 nd Class Stamp
Financial Regulations/Standing Orders	Hard copy – contact Parish Clerk	10p per sheet Posting @ the cost of a 2 nd Class Stamp
Grants given & received	Hard copy – contact Parish Clerk	10p per sheet Posting @ the cost of a 2 nd Class Stamp
CLASS 3 – WHAT OUR PRIORITIES ARE & HOW WE ARE DOING (Parish projects, performance indicators)		
Minutes of Parish Council Meetings	Village notice board Hard copy Parish Council Website	Printing @ 10p per sheet Posting @ the cost of a 2 nd Class Stamp Statutory Fee - A cost of £25.00 per person, per hour can be charged if a request for information exceeds the appropriate limit, currently set at £450 (or 18 hours of work or more). In accordance with the relevant legislation (requests where the cost of compliance with a request exceeds the appropriate limit 20120927, version 1.1) Other costs - The actual cost incurred by the public authority

CLASS 4 – HOW WE MAKE DECISIONS (processes & records)		
Annual timetable of Council meetings Annual meetings of the Parish Council	Hard copy Village notice boards Parish Council Website	10p per sheet Posting @ the cost of a 2 nd Class Stamp
Agendas of meetings	Hard copy Village notice boards Parish Council Website	10p per sheet Posting @ the cost of a 2 nd Class Stamp Other costs - The actual cost incurred by the public authority
Minutes of meetings – excludes information that is properly regarded as private or of a commercially sensitive nature.	Hard copy Village notice board Parish Council Website	10p per sheet Posting @ the cost of a 2 nd Class Stamp Other costs - The actual cost incurred by the public authority
Responses to consultation papers	Hard copy – contact Parish Clerk	10p per sheet Posting @ the cost of a 2 nd Class Stamp Other costs - The actual cost incurred by the public authority
CLASS 5 – OUR POLICIES AND PROCEDURES (current documents for delivering our services and responsibilities)		
Standing Orders Code of Conduct Register of Members Interests Book Policy statements Internal policies relating to the delivery of services & responsibilities – current information	Contact the Clerk with specific requests “ “ “	10p per sheet Posting @ the cost of a 2 nd Class Stamp Other costs - The actual cost incurred by the public authority
CLASS 6 – LISTS & REGISTERS Currently maintained lists and registers only		
Assets Register Register of gifts and hospitality Risk Assessment	Contact Parish Clerk “ “	10p per sheet Posting @ the cost of a 2 nd Class Stamp Other costs - The actual cost incurred by the public authority

<p>CLASS 7 – PLANNING DOCUMENTS Response to Planning Applications</p>	<p>Minutes of Parish Council Meetings Hard copy Village notice board</p>	<p>Printing @ 10p per sheet Posting @ the cost of a 2nd Class Stamp Statutory Fee - A cost of £25.00 per person, per hour can be charged if a request for information exceeds the appropriate limit, currently set at £450 (or 18 hours of work or more). In accordance with the relevant legislation (requests where the cost of compliance with a request exceeds the appropriate limit 20120927, version 1.1) Other costs - The actual cost incurred by the public authority</p>
<p>CLASS 8 – THE SERVICES WE OFFER (Current information only) Play Area Village Hall</p>	<p>Contact Parish Clerk Contact [REDACTED] (Bookings)</p>	