

KILBURN PARISH COUNCIL

PUBLICATION SCHEME UNDER THE FREEDOM OF INFORMATION ACT 2000

This publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by Kilburn Parish Council and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority :

- To proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the authority and falls within the classifications below.**
- To specify the information which is held by the authority and falls within the classifications below.**
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.**
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.**
- To review and update on a regular basis the information the authority makes available under this scheme.**
- To produce a schedule of any fees charged for access to information which is made proactively available.**
- To make this publication scheme available to the public.**

Classes of Information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance

What we spend and how we spend it

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Kilburn Parish Council 33 Hallgate Close, Oakwood, Derby DE212QY Telephone: 01332 671513 e mail: samatthews2001@aol.com Web site: www.kilburnparishcouncil.org.uk Information can be obtained by applying to the Clerk in writing, by telephone or by e mail.		
Who's who on the Council and its Committees	Available on web site or by request	

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above for Clerk. Details of Clerk & Members available on web site Details also available on parish council noticeboards Hard copy by written request	
Location of main Council office and accessibility details	Clerk's home address. Accessibility by appointment.	
Staffing structure – Parish Clerk Parish Warden	Details on web site	
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum - Previous year income & expenditure report - Auditors Report (Internal & External)	Web site or hard copy Hard copy by request	
Annual return form and report by auditor	Hard copy by request	
Finalised budget	Web site Hard copy by request	
Precept	Hard copy by request	
Financial Standing Orders and Regulations	Web Site or Hard copy by request	
Grants given and received - Information included in accounts	Web Site or Hard copy by request	
List of current contracts awarded and value of contract	Available by request to	

	Clerk	
Members' allowances and expenses – Included in accounts - Chairman's Allowance - Members Allowance	Web site or hard copy by request	
Risk Assessments	Can be inspected at Clerk's home address by appointment	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting (current and previous year as a minimum)	Web site or hard copy by request	
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)	Web site or hard copy by request	
Agendas of meetings (as above)	Posted on Parish Council Noticeboards – 3 clear days before meeting	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Web site or hard copy by request	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Web site or hard copy by request	
Responses to consultation papers	Web site or hard copy by request	

Responses to planning applications - included in Parish Council Meeting Minutes	Web site or hard copy by request	
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 - included in Minutes of Annual Parish Council meeting always held in May Delegated authority in respect of officers - included in Financial Regulations Code of Conduct – Members declaration of office – Members register of Interest – Protocol	Web site or hard copy by request Inspection by appointment at Clerk’s home address Web site	
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy (Equal Opportunity) 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)	Web site or hard copy by request	

Information security policy	Risk assessment – hard copy by request	
Records management policies (records retention, destruction and archive)	Risk assessment – hard copy by request	
Data protection policies	Web site or hard copy by request	
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets Register	Hard copy by request	
Register of members' interests	Can be inspected by appointment at Clerks home address	
Register of gifts and hospitality – no register available as no gifts or hospitality received.		
Class 7 – The services we offer		
(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		
Village hall – Run by a management committee. Parish Council acts as a Trustee. Contact information available from Clerk or Web site.		
Parks, playing fields and recreational facilities - all parks etc. within parish are run and owned by Amber Valley Borough Council		

Seating, litter bins, clocks, memorials and lighting	Details by request	
Bus shelters	Details by request	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interests).

Personal information relating to employees

Note: Data Protection legislation prohibits the publication of certain categories of information

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.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost * 5p + labour
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority