

Freedom of Information Act 2000

Information available from Kenninghall Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
List of Council members and their responsibilities	On our website or Parish Noticeboard	Nil
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	On our website and Parish Noticeboard	Nil
Location of main Council office and accessibility details	On our website and Parish Noticeboard	Nil
Staffing structure	Not held	N/A
Class 2 – What we spend and how we spend it		
Statement of accounts and internal audit report in the format included in the Annual Return form	On our website or hard copy from the Clerk	Nil
Finalised budget	Hard copy from the Clerk	Nil
Precept	Hard copy from the Clerk	Nil
Borrowing Approval letter	Not held	N/A
All items of expenditure above £100	Hard copy from the Clerk	Nil
Financial Standing Orders and Regulations	On our website or hard copy from the Clerk	Nil
Grants given and received	Hard copy from the Clerk	Nil
List of current contracts awarded and value of contract	Hard copy from the Clerk	Nil
Members' allowances and expenses	N/A	N/A

Class 3 – What our priorities are and how we are doing		
Annual governance statement in format included in the Annual Return form	Annual return on our website	Nil
Parish Plan	N/A	N/A
Annual Report to Parish Meeting	On our website (within relevant Minutes) or hard copy from the Clerk	Nil
Quality status	Not held	N/A
Local charters drawn up in accordance with DLUHC's guidelines	Not held	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Hard copy from the Clerk	£10
Class 4 – How we make decisions		
Timetable of meetings	On our website or Parish Noticeboard	Nil
Agendas of meetings	On our website or Parish Noticeboard	Nil
Minutes of meetings	On our website or Parish Noticeboard	Nil
Reports presented to council meetings	Verbal – but decisions recorded in minutes	Nil
Responses to consultation papers	Decisions recorded in minutes	Nil
Responses to planning applications	Decisions recorded in minutes	Nil
Byelaws	N/A	N/A
Class 5 – Our policies and procedures		
Policies and procedures for the conduct of Council business: • Procedural standing orders • Delegated authority in respect of officers • Code of Conduct • Policy statements	On our website or hard copy from the Clerk	Nil
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 and details of current vacancies • Policies and procedures for handling requests	On our website or hard copy from the Clerk	Nil

- for information - Complaints procedures (including those covering requests for information and operating the publication scheme)		
Records management, personal data, and access to information policies including information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies.	On our website or hard copy from the Clerk	Nil
Class 6 – Lists and Registers		
Information legally required to hold in publicly available registers	On our website or hard copy from the Clerk	Nil
Assets register, including details of public land and building assets	On our website or hard copy from the Clerk	Nil
Disclosure log indicating the information provided in response to FOIA and EIR requests	On our website or hard copy from the Clerk	Nil
Register of members' interests	On our website or hard copy from the Clerk	Nil
Register of gifts and hospitality	On our website or hard copy from the Clerk	Nil
Class 7 – The services we offer		
Allotments (private ownership leased to Parish Council)	Contact information from the Clerk	Nil
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	Contact information from the Clerk or Chair of Village Hall Management Committee	Nil
Playing fields and recreational facilities	Contact information from the Clerk or Chair of Village Hall Management Committee	Nil
Seating and litter bins	Contact information from the Clerk	Nil
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	N/A	N/A
Additional Information	Contact information from the Clerk	

Contact: Clerk at clerk@kenninghallparishcouncil.gov.uk

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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred