

KING'S STANLEY - PUBLICATION SCHEME

All documents listed below are available to the public either via the website or by contacting the parish clerk.

INFORMATION PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST (Please see information at end of document)
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website/noticeboards/hard copy	10p per sheet
Contact details for Parish Clerk and Council members	Website/noticeboards/hard copy	10p per sheet
Location of Parish Council office and accessibility details	Website/noticeboards/hard copy	10p per sheet
Class 2 – What we spend and how we spend it		
<ul style="list-style-type: none"> • Budget for current financial year • Precept 	Website/hard copy	10p per sheet
Current and previous financial year's income and expenditure	Website/hard copy	10p per sheet
<ul style="list-style-type: none"> • Annual return form • Report from internal audit 	Website/hardcopy	10p per sheet
Financial Regulations	Website/hard copy	10p per sheet
Grants <ul style="list-style-type: none"> • Application form and criteria • Grants awarded in previous year 	Website/hard copy	10p per sheet
Members allowances	N/A	
Contracts awarded	Hard copy	
Class 3 – What our priorities are and how we are doing		

Parish Plan	Website & Hard copy	£2.00 per copy
Annual Report to Parish Meeting	Website/hard copy	10p per sheet
Business Plan	Hard copy	10p per sheet
Annual Inspection Report for MUGA/Play Areas/Fitness Trail	Hard copy Can be emailed	10p per sheet
Class 4 – How we make decisions		
Agendas	Website/Noticeboards/Hard copy	10p per sheet
Minutes of Parish Council meetings	Website/Noticeboards/Hard copy	10p per sheet
Minutes of Annual Parish Meetings	Website/hard copy	10p per sheet
Election outcomes and co-options	Website/hard copy	10p per sheet
Reports presented at council meetings	Website/hard copy	10p per sheet
Responses to planning applications	Website via minutes/SDC website	
Class 5 – Our policies and procedures		
Standing Orders	Website/hard copy	10p per sheet
Financial Regulations	Website/hard copy	10p per sheet
Complaints Policy	Website/hard copy	10p per sheet
Volunteer Policy	Hard copy	10p per sheet
Committees' Terms of Reference	Website/hard copy	10p per sheet
Requests for information	Website/hard copy	10p per sheet
Recruitment policies and current vacancies	Website/hard copy	10p per sheet
Equality and diversity policy	Hard copy	10p per sheet
Health and safety policy	Hard copy	10p per sheet
Transparency Act and Freedom of Information	Website/hard copy	10p per sheet
Data Protection	Website/hard copy	10p per sheet

Class 6 – Lists and Registers		
Asset Register	Website/hard copy	50p per copy
Register of members' interests	SDC Website/hard copy	10p per sheet
Register of gifts and hospitality	Website/hard copy	10p per sheet
List of Parish Council Chairman since 1887	Hard copy Can be emailed	50p per copy
Class 7 – The services we offer		
Parish Office opening times	Website/Village Hall/Noticeboards	
Parish Newsletter	Website/hard copy	40p per copy (monthly)
Allotments and waiting list	Email or ring Clerk for details	
Contact list of agencies who carry out work in the Parish	Website/hard copy	50p per copy

Other charges:

Postage	Charged at actual cost of standard 2nd class Royal Mail
B/W copies	10p per sheet
Colour copies	20p per sheet
Additional fee for time	17p per minute

Contact details:

Parish Clerk – Frances Ashfield clerk@kspc.org.uk Tel: 01453 767384

Next review of Publication Scheme is May 2021