

Kingston Parish Council Publication Scheme

The purpose of this Scheme is to provide a framework by which Kingston Parish Council will make information available to those residents in the parish and to other interested parties.

The Scheme is provided in accordance with the provisions of the Freedom of Information Act 2000, qualified where appropriate by other legislation, including the Data Protection Act 2018. It is based on a model scheme approved by the UK Information Commissioner and was first adopted by Kingston Parish Council on 14 November 2002.

Where a limit on the age of documents is stipulated, older documents may also be available, subject to the Parish Council's operational retention schedule (see below under Information Available). Such further availability cannot, however, be guaranteed, especially if the retention schedule specifies a minimum rather than a binding maximum retention period.

Method of Application

Subject to constraints of time and cost, some information will be made available in the monthly Parish Magazine (kingstonvillage.org.uk/magazine-archive), on the Village notice board outside the Village Hall, and/or on the Parish Council website (kingstonvillage.org.uk/parish-council). Applications for other information should be made in writing to the Parish Clerk (clerk@kingstonvillage.org.uk).

Charges

The following charges will be made for copies of information provided by the Parish Clerk under the scheme. Such information will normally be supplied in paper form or as pdf files.

Minimum charge: £1.00 (covering the first four pages)

Further pages: 25p per page

The Parish Council may, however, supply a parishioner with some forms of routine information, such as minutes of annual parish meetings, without charge. The Parish Clerk also has discretion to reduce or dispense with a charge.

Information Available

Kingston Parish Council retains and disposes of records in conformity with *Guidance to Cambridgeshire Parish Councils on Keeping Archives*, published by Cambridgeshire County Council.

Under this Publication Scheme, the Parish Council will make the following information available to any person requesting it. The Parish Clerk will record all requests received and will report periodically to the Parish Council on requests and responses.

1. Council internal practice and procedures
 - a. Minutes of Parish Council, committee and sub-committee meetings.

Non-exempt minutes of Parish Council meetings and Parish Meetings since 2007 are published on the village website (kingstonvillage.org.uk/parish-council/parish-council-minutes)

- b. Current procedural Standing Orders and any other current operational rules and guidelines formally adopted by the Parish Council. For the currently adopted Standing Orders see kingstonvillage.org.uk/parish-council/publication-scheme
 - c. The Parish Council's written reports to a Parish Meeting.
2. Code of Conduct
 - a. Members' declarations of acceptance of office.
 - b. Members' register of interests (**published at kingstonvillage.org.uk/parish-council/publication-scheme**)
 3. Periodic Election Reviews relating to Kingston parish
 - a. Information concerning changes to the electoral arrangements for the Parish Council. This includes recommendations for alterations to the numbers of councillors to be elected to the Council.
 - b. Information relating to the last periodic electoral review of the Parish Council area.
 - c. Information relating to the latest boundary review of the Parish.
 4. Employment Practice and Procedure
 - a. Terms and conditions of employment.
 - b. Job descriptions.

Exclusions – 'personal records', including appraisals, employee-specific salary details, disciplinary records, sickness records and the like, which constitute personal data under the Data Protection Act 2018.
 5. Planning Documents

Responses to planning applications, excepting copies of planning consultations, the Development Plan, Structure Plan, Local Plan and rights of way/footpath maps, all of which are available from the local planning and/or highways authority.
 6. Audit and Accounts
 - a. The Financial Regulations adopted by the Parish Council can be found at kingstonvillage.org.uk/parish-council/publication-scheme

- b. Annual Return Forms – those from 2015-16 onwards are published at **kingstonvillage.org.uk/parish-council/publication-scheme**.
- c. Annual statutory reports by the Parish Council's appointed auditor (internal and external) – normally limited to the last financial year.
- d. Receipt/payment books. Receipt books of every kind and bank statements from Parish Council accounts. All normally limited to the last financial year.
- e. Precept requests – normally limited to the last financial year.
- f. VAT records – normally limited to the last financial year.
- g. Assets Register. This will normally include details of common spaces and village greens owned by the Parish Council, including management schemes adopted for common spaces, as well as recreation grounds. The current Assets Register can be found at **kingstonvillage.org.uk/parish-council/publication-scheme**
- h. Risk assessments presented to or approved by the Parish Council.

Exclusions – commercially sensitive information. Quotations and tenders, for example, are normally treated as confidential to ensure a fair tender process.

Adopted 14 November 2002

Last revised 13 August 2024