

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 inhabitants of the Parish.

The Scheme is provided in accordance with the provisions of the Freedom of Information Act 2000. It is based on a model scheme approved by the Information Commissioner, and was first adopted by Kingston Parish Council at its meeting on 14 November 2002.

Where a limit on the age of documents is stipulated, older documents may be available but this scheme does not guarantee their availability.

Method of Application

Subject to constraints of time and cost, some information will be made available in the Parish Magazine, on the village notice board, or on the Parish Council web site. Applications for any other information should be made to the Parish Clerk, Mr Peter Stokes at The Old Post Office, Rectory Lane, Kingston, Cambridge CB3 7NL, tel 01223 262207, email kingstonpc@tiscali.co.uk.

Charges

The following charges will be made for copies of information provided under this scheme:

Minimum charge: £1.00 (includes the first 4 pages)

Further pages: £0.25 per page

The Council may provide certain routine information (such as minutes of annual Parish Meetings) to all parishioners without charge.

Information Available

Under this scheme, Kingston Parish Council will make the following information available in hard copy to any person requesting it.

1. COUNCIL INTERNAL PRACTICE AND PROCEDURE

- Minutes of council, committee and sub-committee meetings – limited to the last 2 years.
- Procedural Standing Orders
- Councils Annual Report to Parish Meeting

2. CODE OF CONDUCT

- Members' Declaration of Acceptance of Office
- Members' Register of Interests

3. PERIODIC ELECTORAL REVIEW

This is information concerning changes to the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of Councillors to be elected to the council.

- Information relating to the last Periodic Electoral Review of the council area
- Information relating to the latest boundary review of the council area

4. EMPLOYMENT PRACTICE AND PROCEDURE

- Terms & conditions of employment
- Job descriptions

Exclusions – ‘personal records’ i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998

5. PLANNING DOCUMENTS

- Responses to planning applications

Exclusions – 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 highway authority respectively

6. AUDIT AND ACCOUNTS

- Annual return form – limited to the last financial year
- Annual Statutory report by auditor (internal and external) – limited to the last financial year
- Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year
- Precept request – limited to the last financial year
- VAT records – limited to the last financial year
- Financial Standing Orders and Regulations
- Assets register – this will include details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.
- Risk Assessments

Exclusions – all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

Dated 16 November 2002
Revised 6 February 2008