

# KENNINGTON COMMUNITY COUNCIL

## Information available from Kennington Community Council under the model publication scheme

This document is under development. Information will be added as policies, procedures and information is agreed.

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Organisational information, structures, locations and contacts. This will be current information only	<a href="https://www.kenningtoncc.gov.uk/">https://www.kenningtoncc.gov.uk/</a> <a href="https://www.kenningtoncc.gov.uk/meet-your-councillors/">https://www.kenningtoncc.gov.uk/meet-your-councillors/</a>	
Who's who on the Council and its Committees	<a href="https://www.kenningtoncc.gov.uk/meet-your-councillors/">https://www.kenningtoncc.gov.uk/meet-your-councillors/</a>	
Contact details for Community Council Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<a href="https://www.kenningtoncc.gov.uk/contact/">https://www.kenningtoncc.gov.uk/contact/</a>	
Location of main Council office and accessibility details	n/a	
Staffing structure	One part-time Clerk to the Council/Responsible Financial Officer One part-time Assistant Clerk and Allotments Office	
<b>Class 2 – What we spend and how we spend it</b>		
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit (Current and previous financial year as a minimum)		
Annual return form and report by auditor		
Finalised budget 2021/22	£112,500	Disbursement
Precept 2021/22	£100,000	Disbursement
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	<a href="https://www.kenningtoncc.gov.uk/policies/">https://www.kenningtoncc.gov.uk/policies/</a>	
Grants given		

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Information to be published	How the information can be obtained	Cost
Grants received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
<b>Class 3 – What our priorities are and how we are doing</b>		
Strategies and plans, performance indicators, audits, inspections and reviews		
Community Council Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)		
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – How we make decisions</b>		
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/Annual Assembly)		
Agendas of meetings (as above)		
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Bye-laws	n/a	
<b>Class 5 – Our policies and procedures</b>		

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Information to be published	How the information can be obtained	Cost
Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
Policies and procedures for the conduct of council business: <ol style="list-style-type: none"> <li>1. Procedural standing orders</li> <li>2. Committee and sub-committee terms of reference</li> <li>3. Delegated authority in respect of officers</li> <li>4. Code of Conduct</li> </ol>	<a href="https://www.kenningtoncc.gov.uk/policies/">https://www.kenningtoncc.gov.uk/policies/</a>	
Policy statements	<a href="https://www.kenningtoncc.gov.uk/policies/">https://www.kenningtoncc.gov.uk/policies/</a>	
Policies and procedures for the provision of services and about the employment of staff: <ol style="list-style-type: none"> <li>1. Internal policies relating to the delivery of services</li> <li>2. Equality and diversity policy</li> <li>3. Health and safety policy</li> <li>4. Recruitment policies (including current vacancies)</li> <li>5. Policies and procedures for handling requests for information</li> <li>6. Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ol>	Hard copy or website; some information may only be available by inspection.	Disbursement
Information security policy	<a href="https://www.kenningtoncc.gov.uk/policies/">https://www.kenningtoncc.gov.uk/policies/</a>	
Records management policies (records retention, destruction and archive)	<a href="https://www.kenningtoncc.gov.uk/policies/">https://www.kenningtoncc.gov.uk/policies/</a>	
Data protection policies (public)	<a href="https://www.kenningtoncc.gov.uk/policies/">https://www.kenningtoncc.gov.uk/policies/</a>	
Data protection policies (councillors, non-councillors, staff and volunteers)	<a href="https://www.kenningtoncc.gov.uk/policies/">https://www.kenningtoncc.gov.uk/policies/</a>	
Schedule of charges for the publication of information	See table below	

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Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only.	Hard copy or website; some information may only be available by inspection.	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	none	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)		
Register of members' interests		
Register of gifts and hospitality		
<b>Class 7 – The services we offer</b>		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.	Hard copy or website; some information may only be available by inspection.	
Allotments	Bybrook Cemetery; Burton Farm	
Burial grounds and closed churchyards	None	
Community centres and halls	None	
Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials and lighting	None	
Bus shelters	None	
Markets	None	
Public conveniences	None	
Agency agreements	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Allotments – fees to be agreed	
<b>Additional Information</b>		

**KENNINGTON COMMUNITY COUNCIL**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## KENNINGTON COMMUNITY COUNCIL

<b>Contact Details</b>
The Clerk to the Council PO Box 606 Ashford Kent TN23 9YF
<b>e-mail: <a href="mailto:clerk@kenningtoncc.gov.uk">clerk@kenningtoncc.gov.uk</a></b>

<b>SCHEDULE OF CHARGES</b>			
<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>		<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @15p per sheet (black & white A4)	15p per sheet	Actual cost
	Photocopying @25p per sheet (colour A4)	25p per sheet	Actual cost
	Hardcopy of digitally-held document A4	15p per sheet	Actual cost
	Postage	Royal Mail standard 2nd class	Actual cost
<b>Statutory Fee</b>	Actual Cost		In accordance with the relevant legislation (quote the actual statute)
<b>Version</b>	<b>Date</b>	<b>Comments</b>	
V1.0	9 May 2019	Adopted	
V1.1	12 Aug 2018	Minor amendments - web links added	
Draft 1.2	14 Jan 2021	Updated for 2021/22 and new website; adjusted for accessibility	
V2.00	17 May 2023	Adopted at Council 17 <sup>th</sup> May 2023	
V3.00	08 May 2024	Adopted at Council 08 May 2024	