



## KINGSTON BAGPUIZE WITH SOUTHMOOR PARISH COUNCIL

### PUBLICATION SCHEME

Adopted: 1 March 2021

Reviewed: 4 March 2024

Date of next review: March 2026

#### **To be reviewed: 2-yearly, on the addition of a new policy or list, or in the event of a change of legislation**

This publication scheme commits the parish council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information shown in the table below, where this information is held by the authority.

The scheme commits the parish council:

1. To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
2. To specify the information which is held by the authority and falls within the classifications below.
3. To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
4. To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
5. To review and update on a regular basis the information the authority makes available under this scheme.
6. To produce a schedule of any fees charged for access to information which is made proactively available.
7. To make this publication scheme available to the public.
8. To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

## CLASSES OF INFORMATION

All information in this table is available on the council's website at [www.kbsparrishcouncil.org.uk](http://www.kbsparrishcouncil.org.uk) (unless otherwise shown) or as a hard copy on request to the clerk at [clerk@kbsparrishcouncil.org.uk](mailto:clerk@kbsparrishcouncil.org.uk) or by ringing 07908 472827. Charges for a hard copy are shown below.

<b>Who we are and what we do</b>	Organisational information, structures, locations and contacts. Includes who's who on the parish council and contact details for parish clerk and council members. Details of membership of council committees, and constitutional and legal governance information.
<b>What we spend and how we spend it</b>	Includes the annual financial statement, reports by internal and external auditors, finalised budget and precept, the council's standing orders and financial regulations. The council's monthly payments and receipts are recorded in the minutes of each monthly ordinary meeting of the council.
<b>What our priorities are and how we are doing</b>	Includes the annual report from the chairman to the annual parish meeting, minutes of meetings and the monthly actions log.
<b>How we make decisions</b>	Includes notices of meetings, agendas, minutes, responses to consultation papers and planning applications.
<b>Our policies and procedures</b>	Includes procedural Standing Orders, Financial Regulations, annual risk assessment, Asset Register Policy, Code Of Conduct, Complaints & Grievance Policy, Risk Management Policy, Equality, Diversity & Inclusion Policy, Privacy and Data Protection policies and Website Accessibility information, Health & Safety Policy, Media Policy, Publication Scheme, Grants & Donations Policy, Burial Ground rules & regulations, Tree Management Policy and Fire Safety Policy (pavilion).
<b>Lists and registers</b>	Includes asset register, members registers of interest (link to Vale of White Horse District Council website), details of burials and interment of ashes in the council's burial ground (available from clerk, if necessary a meeting will be arranged).
<b>The services we offer</b>	Includes provision of 9 bus shelters, burial ground, playground, recreation ground, public open spaces, dog bins, litter bins (on public open spaces), benches, sports field, public artwork, shelter on Millennium green. Maintenance of the bus shelters, grass cutting of verges and open spaces.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

## **SCHEDULE OF CHARGES**

Photocopying @ 10p per sheet (black and white)

Photocopying @ 15p per sheet (colour)

Postage – Actual cost of Royal Mail standard 2nd class postage charge in accordance with current charges.

## **WRITTEN REQUESTS**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.