

## Information available from Kings Worthy Parish under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This is current information only</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy	Free 10p per sheet*
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website, Hard copy	Free 10p per sheet*
Location of main Council office and accessibility details	Website Notice Boards	Free Free
Staffing structure	Website	Free

<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy	10p per sheet*
Finalised budget	Hard copy	10p per sheet*
Precept	Hard copy	10p per sheet*
Borrowing Approval letter	No current loans	
Financial Standing Orders and Regulations	Website Hard copy	Free 10p per sheet*
Grants given and received	Hard copy	10p per sheet*
List of current contracts awarded and value of contract	Hard copy	10p per sheet*
Members' allowances and expenses	No allowances or expenses claimed	

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Village Design Statement	Website Hard copy and CD	Free £5 each*
Parish Plan (current and previous year as a minimum)	Under construction	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 10p per sheet*
Quality status	Not adopted	
Local charters drawn up in accordance with DCLG guidelines	None held	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website & Notice Boards Newsletter Hard copy	Free Free 10p per sheet*
Agendas of meetings (as above)	Website Hard copy	Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet*

Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Website (Included in Minutes) Hard copy	Free 10p per sheet*
Responses to consultation papers	Hard copy	10p per sheet*
Responses to planning applications	Website (Included in Minutes) Hard copy	Free 10p per sheet*
Bye-laws	Hard copy	10p per sheet*
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders  Committee and sub-committee terms of reference	Website Hard copy Website  Hard copy	Free   10p per sheet*

Delegated authority in respect of officers	Hard copy	10p per sheet*
Code of Conduct	Hard copy	10p per sheet*
Complaints procedure	Website	Free
Policies and procedures for the provision of services and about the employment of staff:	Website	Free
Internal policies relating to the delivery of services	National guidelines followed	
Equality and diversity policy	National guidelines followed	
Health and safety policy	National guidelines followed	
Recruitment policies (including current vacancies)	National guidelines followed	
Policies and procedures for handling requests for information	Hard copy	10p per sheet*
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	10p per sheet*
Information security policy		
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet*
Data protection policies	Hard copy	10p per

		sheet*
Schedule of charges (for the publication of information)	Website Hard copy	Free 10p per sheet*
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	None held	
Assets Register	By inspection at Parish Office	
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)	Not held	
Register of members' interests	By inspection at Parish Office	
Register of gifts and hospitality	By inspection at Parish Office	
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		

Allotments	None held	
Burial grounds and closed churchyards	Hard copy	10p per sheet*
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	10p per sheet*
Bus shelters	Hard copy	10p per sheet*
Markets	None held	
Public conveniences	None held	
Agency agreements	None in place	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees, hire of football pitches)	Hard copy	10p per sheet*
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		


**Contact details:**

**[REDACTED]**  
**Clerks to the Parish Council**  
**Kings Worthy Community Centre**  
**Fraser Road**  
**Kings Worthy**  
**Winchester**  
**SO23 7PJ**

**Telephone: 01962 884150 Fax: 01962 888552**  
**Email: [kwpc@btconnect.com](mailto:kwpc@btconnect.com)**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority