

## Information available from Higher Kinnerton Community Council 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 will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Website and/or Hard copy	
Who is who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p/sheet
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free 10p/sheet
Staffing structure	Hard copy – contact Clerk	10p/sheet
<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>	Website Hard copy – contact Clerk	10p/sheet
Annual return form and report by auditor	Website/ Hard copy – contact Clerk	10p/sheet
Finalised budget	Website/ Hard copy – contact Clerk	10p/sheet
Precept	Website/ Hard copy – contact Clerk	10p/sheet

Borrowing Approval letter	Not applicable at present	10p/sheet
Financial Standing Orders and Regulations	Website/ Hard copy – contact Clerk	10p/sheet
Grants given and received	Hard copy – contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p/sheet
<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 Plan (current year as a minimum)	Website/ Hard copy – contact Clerk	10p/sheet
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Not applicable at present	
<b>Class 4 – How we make decisions.</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Hard copy – contact Clerk	10p/sheet
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	Website/ Hard copy – contact Clerk	10p/sheet
Agendas of meetings (as above)	Website/ Hard copy – contact Clerk	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/ Hard copy – contact Clerk	10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/sheet
Responses to planning applications	Hard copy – contact Clerk	10p/sheet
Byelaws if applicable	No information held	

<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders          Delegated authority in respect of officers          Code of Conduct          Policy statements</p>	<p>Website/ Hard copy – contact Clerk          Website/ Hard copy – contact Clerk          Website/ Hard copy – contact Clerk          Hard copy – contact Clerk</p>	10p/sheet
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services.          Equality and diversity policy          Health and safety policy          Policies and procedures for handling requests for information          Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website/ Hard copy – contact Clerk          Hard copy – contact Clerk          Refer to risk assessment schedule -          Hard copy – contact Clerk</p> <p>Hard copy – contact Clerk</p>	10p/sheet
<p>Information security policy</p>	<p>Refer to risk assessment schedule -          Hard copy – contact Clerk</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Refer to risk assessment schedule -          Hard copy – contact Clerk</p>	
<p>Data protection policies</p>		
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy – contact Clerk</p>	10p/sheet

<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)	
Assets Register	Hard copy – contact Clerk	
Register of members' interests	Website/ Hard copy – contact Clerk	
Register of gifts and hospitality	Hard copy – contact Clerk	
<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	Hard copy – contact Clerk	
Parks, playing fields and recreational facilities	Hard copy – contact Clerk	
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	
Bus shelters	Hard copy – contact Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None at present		

**Contact details: Liz Corner, Clerk and Responsible Financial Officer, Higher Kinnerton Community Council**  
**By Post: 13 Deans Way, Higher Kinnerton, Flintshire, CH4 9DZ**  
**Email: [liz@highherkinnerton.org.uk](mailto:liz@highherkinnerton.org.uk) Telephone: 01244 660277**

## SCHEDULE OF CHARGES

<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 @ 30p 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