

## Kedington Parish Council

### Freedom of Information Publication Scheme

Information available from Kedington Parish Council under the model publication scheme issued by the Information Commissioner's Office.

Information to be published	How the information can be obtained.	Cost
<p><b>Class1 - Who we are and what we do</b></p> <p>Current Information Only</p> <ul style="list-style-type: none"> <li>• Who is on the Parish Council</li> <li>• Contact Details for the Parish Clerk</li> <li>• Location of Parish Council Office</li> <li>• Staffing; Clerk and Village Cleaner</li> </ul>	<p>Available free on our website address  <a href="http://www.kedington.suffolk.cloud">www.kedington.suffolk.cloud</a></p> <p>or hard copy from Parish Clerk</p>	<p>Min charge see below</p>
<p><b>Class 2 – What We spend and how spend</b></p> <ul style="list-style-type: none"> <li>• Current and previous financial year's accounts</li> <li>• Annual Governance and Accountability Return Form</li> <li>• Internal and External Auditor's Report</li> <li>• Finalised Budget</li> <li>• Precept Details</li> <li>• Financial Regulations</li> <li>• Grants received</li> <li>• Grants given unders137 of the Local Government Act</li> <li>• Members' allowances and expenses</li> <li>• List of contracts awarded and value of contract</li> </ul>	<p>Available free on our website address  <a href="http://www.kedington.suffolk.cloud">www.kedington.suffolk.cloud</a></p> <p>or hard copy from Parish Clerk</p>	<p>Min charge see below</p>

<p><b>Class 3 – What our priorities are and how we are doing</b></p> <ul style="list-style-type: none"> <li>• Report to Annual Parish Meeting.</li> </ul>	<p>Available free from Parish Clerk</p>	
<p><b>Class 4 – How we make our decisions</b></p> <ul style="list-style-type: none"> <li>• Timetable of Parish Council Meetings for current year</li> <li>• Agendas of all meetings</li> <li>• Minutes of all meetings (this will exclude information that is properly regarded as private to the meeting)</li> <li>• Reports presented to meetings; council and committee (this will exclude information that is regarded as private to the meetings)</li> </ul>	<p>Available free on our website address <a href="http://www.kedington.suffolk.cloud">www.kedington.suffolk.cloud</a></p> <p>or hard copy from Parish Clerk</p>	<p>Min charge see below</p>
<p><b>Class 5 – Our Polices and Procedures for the conduct of council business</b></p> <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Financial Regulations</li> <li>• Code of Conduct</li> <li>• Policy statements</li> <li>• Policy and Procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information)</li> <li>• Data Protection Policy</li> <li>• Privacy Notice</li> <li>• Records Management Policy</li> <li>• Schedule of charges for the publication</li> </ul>	<p>Available free on our website address <a href="http://www.kedington.suffolk.cloud">www.kedington.suffolk.cloud</a></p> <p>or hard copy from Parish Clerk</p>	<p>Min charge see below</p>
<p><b>Class 6 – Lists and Registers</b></p> <ul style="list-style-type: none"> <li>• Asset Register</li> <li>• Register of Members Interest</li> <li>• Register of Gifts and Hospitality</li> <li>• Leases held</li> </ul>	<p>Available free on our website address <a href="http://www.kedington.suffolk.cloud">www.kedington.suffolk.cloud</a></p> <p>or hard copy from Parish Clerk</p>	<p>Min charge see below</p>

<p><b>Class 7 – The services we offer</b></p> <ul style="list-style-type: none"> <li>• Provision of and maintenance of Recreation Grounds</li> <li>• Provision of and maintenance of Play Areas</li> <li>• Provision of and maintenance of Litter Bins and Dog Bins</li> <li>• Provision of and maintenance Grit Bins</li> <li>• Provision of and maintenance of seating in open spaces</li> <li>• Hedge and verge cutting on Parish land</li> <li>• Cutting all grass areas on Parish land (<i>including custodian land and land leased to the Parish of Kedington</i>)</li> <li>• Cleaning of War Memorial</li> </ul>	<p>Available free on our website address  <a href="http://www.kedington.suffolk.cloud">www.kedington.suffolk.cloud</a></p> <p>or hard copy from Parish Clerk</p>	
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**Contact details:**

Parish Clerk  
Kedington Parish Council  
c/o Village Stores  
17 Silver Street  
Kedington  
Haverhill  
Suffolk  
CB9 7QG

Tel: 01440 708577

Email: [clerk@kedingtonpc.org.uk](mailto:clerk@kedingtonpc.org.uk)

**SCHEDULE OF CHARGES – where applicable (all at cost)**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Estimate of actual cost
	Photocopying @ 50p per sheet (colour)	Estimate of actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

**Adopted by Kedington Parish Council at its meeting on 16<sup>th</sup> April 2024**

**Review Date April 2026**