


KING'S SOMBORNE PARISH COUNCIL			
FOI REQUESTS AND PUBLICATION SCHEME			
Version:	2	Date adopted:	
Based on template:	SLCC	Minute no.:	
Template dated:	2019	Date for Review:	

## Information available from King's Somborne Parish Council

Information to be published	How to obtain
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) – current info only.	Website / Hardcopy
Who's who on the Council and its Committees	Website / Hardcopy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website / Hardcopy
Location of main Council office and accessibility details	Website / Hardcopy
<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. Note: the Clerk's contract is confidential and protected under employment law.	Website / Hardcopy
Annual return form and report by auditor	Website / Hardcopy
Finalised budget	Website / Hardcopy
Precept	Website / Hardcopy
Financial Standing Orders and Regulations	Website / Hardcopy
Grants given and received	Website / Hardcopy
List of current contracts awarded and value of contract	(some information may only be available by inspection)
Members' allowances and expenses	(some information may only be available by inspection)
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Website / Hardcopy
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Website / Hardcopy
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website / Hardcopy
Agendas of meetings (as above)	Website / Hardcopy
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Website / Hardcopy
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Website / Hardcopy
Responses to consultation papers	Website / Hardcopy
Responses to planning applications	Website / Hardcopy
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website / Hardcopy

Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers Code of Conduct</li> <li>• Policy statements</li> </ul>	Website / Hardcopy
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Website / Hardcopy
Records management policies (records retention, destruction and archive)	Website / Hardcopy
Data protection policies	Website / Hardcopy
Schedule of charges (for the publication of information)	Website / Hardcopy
<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)	(some information may only be available by inspection)
Assets Register	Website / Hardcopy
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)	(some information may only be available by inspection)
Register of members' interests	(some information may only be available by inspection)
Register of gifts and hospitality	(some information may only be available by inspection)
<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 info only.	(hard copy or website; some information may only be available by inspection)
Parks, playing fields and recreational facilities	Website / Hardcopy
Bus shelters	Website / Hardcopy

**Contact details:** Mrs Gail Foster  
The Parish Clerk & Responsible Finance Officer  
Kingman's Cottage, Heathman Street, Nether Wallop. Hampshire. SO20 8EW.  
Email: [clerk@kingssomborne-pc.gov.uk](mailto:clerk@kingssomborne-pc.gov.uk)

**SCHEDULE OF CHARGES** This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 0.10p per sheet (black & white)	Actual cost incurred by KSPC
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	£25.00 - Current limit £450.00 based on 18 hours @£25.00 per hour	In accordance with the relevant legislation