



Kimberley Town Council

Freedom of Information Act Publication Scheme Charges

Adopted by Full Council on 21st March 2024 TC/24/705

The purpose of this publication scheme is to be a means by which the Council can make a significant amount of information available routinely. The scheme will ensure that the Council will publish more information proactively and help it to develop a greater culture of openness and transparency.

The authority's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide leadership and focus for the community. Please note the exempt classes at the end of this document.

Information to be Published	How the Information can be Obtained	Cost
<i>Class 1 – Who we are and what we do</i> Organisational information, structures, locations and contacts (This will be current information only)	Hard copy	50p per sheet
Who's who on the Council and its Committees	Website Hard copy	Free of charge 50p per sheet
Contact details for Parish Clerk and Council Members	Hard copy	50p per sheet
<i>Class 2 – What we spend and how we spend it</i> Financial information relating to project and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum	Hard copy	50p per sheet
Annual return form & report by Auditor	Hard copy	50p per sheet
Finalised budget	Hard copy	50p per sheet
Precept	Hard copy	50p per sheet

Financial Standing Orders and Regulations	Hard copy	50p per sheet
Grants given and received	Hard copy	50p per sheet
List of current contracts awarded and value of contracts	Hard copy	50p per sheet
Chairman's allowance	Hard copy	50p per sheet
Travel Expenses awarded & cost of training	Hard copy	50p per sheet
<i>Class 3 – What our priorities are and how we are doing</i> Strategies and plans, performance indicators, audits, inspections and reviews		
Annual Report (current and previous year as a minimum)	Hard copy	£2.00
<i>Class 4 – How we make decisions</i> (Decision making process and records of decisions) Current and previous Council year as a minimum		
Timetable of all Council and committee meetings	Website Hard copy	Free of charge 50p per sheet
Agendas of meetings	Website Hard copy	Free of charge 50p per sheet
Minutes of Meetings – excludes information that is regarded as private to the meeting	Website Hard copy	Free of charge 50p per sheet
Reports presented to Council Meetings – this will exclude information that is regarded as private to the meeting	Hard copy	50p per sheet
Responses to consultation papers	Hard copy	50p per sheet
<i>Class 5 – Our policies and procedures</i> Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
Policies and procedures for the conduct of council business: Procedural Standing Orders Committee and sub-committee Terms of Reference Code of Conduct Policy statements	Hard copy	50p per sheet

Delegated Authority (Financial Regulations)		
<p>Policies and procedures for the provision of services and about the employment of staff: Equality and Diversity policy</p> <p>Freedom of Information Act 2000 procedures for handling requests for information.</p> <p>Complaints procedures</p> <p>Vexatious Policy</p> <p>Health and Safety Policy</p> <p>Child Protection Policy</p>	Hard copy	50p per sheet
Records management Policies (records retention, destruction and archive)	Hard copy	50p per sheet
Data Protection Policies	Covered by Data Protection Act 1998	50p per sheet
Schedule of charges (for the publication of information)	Hard copy	50p per sheet
Information Security Policy	Paperwork watermarked Confidential	
<p><i>Class 6 – Lists and Registers</i> Currently maintained lists and registers only</p>	(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)		
Assets Register	Hard Copy (by Inspection Only)	
Register of members' interests	Website Hard copy	Free of charge 50p per sheet
Register of gifts and hospitality	Hard Copy (by Inspection Only)	

<i>Class 7 – The services we offer</i> 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	
Parks, playing fields and recreational facilities	Hard Copy (by Inspection Only)	
Hanging baskets and planting	Hard Copy (by Inspection Only)	
Fees/Rents	Hard copy	50p per sheet
Kimberley Town Council does not have: (Burial Grounds, Markets, Public Conveniences, Agency Agreements)		

Exclusions

Employment Practice and Procedure

“Personal records” i.e. appraisals, employee specific salary details, disciplinary records and the like by virtue of being personal data under the Data Protection Act 1998.

Planning Documents

Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath Maps, all of which are available from the local planning and/or highway authority respectively.

Contact Details:

Please email theclerk@kimberley-tc.gov.uk, or telephone 01159382733.

How Kimberley Town Council responds to requests:

- Acknowledge the request
- Calculate payment for the request
- Prepare the documents
- Send via second class post within twenty working days with invoice for payment, unless available electronically in which case it will be sent via e-mail