

Information available from Kineton Parish Council under the model publication scheme Freedom of Information Act		
Information to be published	How the information is obtained	Cost
<u>Class 1 - Who we are and what we do</u> (Organisational structures, information, locations, contacts) Who's who on the Council Contact details for Parish Clerk and Councillors Location of main Council office and accessibility	 Website/Public Notice Board/Clerk Website/Public Notice Board/Clerk Website/Public Notice Board/Clerk	1st five sheets free Thereafter 20p a copy plus postage
<u>Class 2 - What we spend and how we spend it</u> (Financial information relating to projected and actual income and expenditure, procurement and financial audit) Current and previous financial year Annual return form and report by auditor Finalised budget Precept Financial Standing Orders and Regulations Grants given and received List of current contracts and value.	 Clerk Clerk Clerk Clerk Clerk Clerk Clerk	 All as above
<u>Class 3 - What our priorities are and how are we doing</u> Parish Plan - Current Annual Minutes of Parish Council	 Website/Clerk Website/Clerk	 All as above
<u>Class 4 - How we make our decisions</u> Timetable of Meetings Agendas of Meetings Minutes of Meetings Written reports presented to Council meetings Responses to planning Applications Bye Laws	 Website/Public Notice Board/Clerk Website/Public Notice Board/Clerk Website/Clerk Clerk Website/Clerk Clerk	 As above

<p><u>Class 5 - Our policies and procedures</u> Procedural standing orders Code of Conduct Policies for handling requests for information Records Management Policies Minutes in perpetuity Correspondence - 2 years Financial papers - 10 years All destruction by secure Planning Documents - 2 years means.</p>	<p>Clerk Clerk Clerk and in accordance with FOI Act Clerk</p>	<p>All as above</p>
<p><u>Class 6 - Lists and Registers</u> Assets Register Register of Members Interest Register of Declarations of Interest Register of Gifts and Hospitality</p>	<p>Clerk Clerk Clerk Clerk</p>	<p>All as above</p>
<p><u>Class 7 - The services we offer</u> Amenity Area, playing fields and recreational facilities Public Seating, litter bins, memorials and street lighting</p>	<p>Clerk Clerk</p>	<p>All as above</p>
<p><u>Contact Details</u> Clerk to the Council - M.A.Gaffney, MBE,TD, MISM.MILM (Retires 31st December 2009) 9 Orchard Way Southam CV47 1EG Tel: 01926 811028 Email mike.gaffney@btconnect.com</p> <p><u>Website</u> www.kinerton.org.uk</p> <p><u>Public Notice Board</u> - Banbury Street, Kineton (Opposite War Memorial)</p>		