

Information available from Kilve Parish Council under the Model Publication Scheme

Information to be Published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
♦ Who's who on the Parish Council and Job/Area Responsibilities	Via PC notice boards and website	N/A
♦ Contact details for the Parish Clerk and Council members		
Class 2 – What we spend and how we spend it		
♦ Annual return form and report by auditor	On application to the Clerk	10p per A4 Sheet
♦ Finalised budget		
♦ Precept		
♦ Financial Standing Orders and Regulations		
♦ Grants given and received		
♦ Members allowances and expenses		
Class 3 – What our priorities are and how we are doing		
♦ Annual report at Parish Meeting	Via PC notice boards and website	N/A
Class 4 – How we make decisions		
♦ Timetable of meetings (Council and Annual Parish Meeting)	Via PC notice boards and website	N/A
♦ Agendas of meetings (as above)		
♦ Minutes of meetings (as above)		
♦ Reports presented to Council meetings	On application to the Clerk	10p/ A4 sheet
♦ Publication of planning applications received	Via PC notice boards and website	N/A
♦ Responses to planning applications		
♦ Bye - Laws	On application to the Clerk	10p/ A4 sheet

Information to be Published	How the information can be obtained	Cost
Class 5 – Our policies and procedures		
♦ Standing Orders	On application to the Clerk	10p/ A4 Sheet
♦ Sub - committee and Working Party terms of reference	Via minutes on PC notice boards and website	N/A
♦ Code of Conduct	On application to the Clerk	10p/ A4 Sheet
♦ Policies and procedures for handling requests for information		
♦ Records management procedures (record retention, destruction and archive)		
♦ Schedule of charges (for the publication of information)		
Class 6 – List and Registers		
♦ Assets Register	On application to the Clerk	10p/A4 Sheet
♦ Register of members' interests		
♦ Register of gifts and hospitality		
Class 7 – The services we offer		
♦ Bus shelter	By inspection	N/A