

KINGSTON SEYMOUR PARISH COUNCIL PUBLICATION SCHEME

Information available from Kingston Seymour Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Kingston Seymour Parish Council Stephen Dixon, Clerk 63 Denny View Portishead BS20 8BT 07902 798162 clerk@kingstonseymourparish.gov.uk Representing the interests of the parishioners of the Kingston Seymour civil parish, North Somerset, United Kingdom	Website: https://kingstonseymourparish.gov.uk Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
List of Council members and their responsibilities. Decisions are taken by full council at their regular meetings, there are no separate Committees in the council. Details of any representation on local public bodies are noted.	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-councillors/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Postal and email address Kingston Seymour Parish Council Stephen Dixon, Clerk 63 Denny View Portishead BS20 8BT 07902 798162 clerk@kingstonseymourparish.gov.uk Councillors may be contacted by their individual phone or email addresses.	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-councillors/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.

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There is no physical council office. Please contact the clerk for any information required.		
The clerk is the sole employee of the council		
Class 2 – What we spend and how we spend it Financial information for past years is held on the website. Financial information for the current year is declared in the published meeting minutes of the council.	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-council-information-documents/ https://kingstonseymourparish.gov.uk/parish-council/2026 Meeting Papers - Kingston Seymour Parish Council Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Statement of accounts and internal audit report in the format included in the Annual Return form	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-council-information-documents/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Finalised budget	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-council-information-documents/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.

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Precept	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-council-information-documents/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Borrowing Approval letter	Not held	
All items of expenditure above £100	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-council-information-documents/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Financial Standing Orders and Regulations	Website: https://kingstonseymourparish.gov.uk/parish-council/council-policies/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Grants given and received	Grants given are in the annual financial report. No grants are received.	
List of current contracts awarded and value of contract	No current contracts	
Members' allowances and expenses	Members do not receive allowances or expenses	

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Class 3 – What our priorities are and how we are doing Annual Village Meeting presentation Minutes from Council Meetings	Website: https://kingstonseymourparish.gov.uk/parish-council/meetings-and-events/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Annual governance statement in format included in the Annual Return form	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-council-information-documents/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Parish Plan	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-plan/ Or by hard copy from the clerk	Free Free from clerk. £1 charge to cover P&P
Annual Report to Parish or Community Meeting	Website: https://kingstonseymourparish.gov.uk/parish-council/meetings-and-events/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines	Not held	

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Data Protection impact assessments (in full or summary format) or any other impact assessment (e.g. Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous council year as a minimum	Website: https://kingstonseymourparish.gov.uk/parish-council/meetings-and-events/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website: https://kingstonseymourparish.gov.uk/parish-council/meetings-and-events/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Agendas of meetings (as above)	Website: https://kingstonseymourparish.gov.uk/parish-council/meetings-and-events/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website: https://kingstonseymourparish.gov.uk/parish-council/meetings-and-events/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.

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Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure. With appropriate meeting minutes	Website: https://kingstonseymourparish.gov.uk/parish-council/meetings-and-events/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Responses to consultation papers. With appropriate meeting minutes	Website: https://kingstonseymourparish.gov.uk/parish-council/meetings-and-events/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Responses to planning applications. Recorded in minutes at which application is discussed. Also lodged on North Somerset Council website.	Website: https://kingstonseymourparish.gov.uk/parish-council/meetings-and-events/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Bye-laws	None	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-councillors/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.p.

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Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-council-information-documents/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-council-information-documents/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection policies	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-council-information-documents/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.

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Class 6 – Lists and Registers Currently maintained lists and registers only.	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-council-information-documents/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-council-information-documents/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Assets register, including details of public land and building assets	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-council-information-documents/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	

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Register of members' interests	Website: https://kingstonseymourparish.gov.uk/parish-council/parish-councillors/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.
Register of gifts and hospitality	Not held	
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only	Not held	
Allotments	None	
Burial grounds and closed churchyards	None	
Community centres and village halls	None	
Parks, playing fields and recreational facilities	None	
Seating, litter bins, clocks, memorials and lighting	Litter bins are emptied by a volunteer and the waste removed by the District authority	
Bus shelters	The bus shelter is maintained by the Parish Council	
Markets	None	
Public conveniences	None	
Agency agreements	None	
Services for which we are entitled to recover a fee and details of those fees	None	
Additional Information Information not itemised in the lists above	Website: https://kingstonseymourparish.gov.uk/parish-council/ Or by hard copy from the clerk	Free £1 for first sheet and 50p per additional sheets to cover copying and p&p.

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Schedule of charges

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	There is a minimum charge of £1 for one sheet and to cover post and packing.	Actual cost of Royal Mail standard 2 nd class. Printing, Envelope. Clerk time.
	Additional pages are charged at 50p per sheet.	Cost of printing and clerk time.
Statutory Fee	As appropriate	In accordance with the relevant legislation
Other	As agreed with requestor	Amount of additional man hours required to complete