

**Knebworth Parish Council**  
**Information available under the publication scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Hard copy from the Clerk Noticeboards and website	10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy from the Clerk Noticeboards and website	10p per sheet
Location of main Council office and accessibility details	Hard copy from the Clerk Noticeboards and website	10p per sheet
Staffing structure	Hard copy from the Clerk Noticeboards and website	10p per sheet
<p><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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy or website)	
Annual return form and report by auditor	Hard copy from the Clerk	10p per sheet
Finalised budget	Hard copy from the Clerk	10p per sheet
Precept	Hard copy from the Clerk	10p per sheet
Borrowing Approval letter	Hard copy from the Clerk	10p per sheet
Financial Standing Orders and Regulations	Hard copy from the Clerk	10p per sheet
Grants given and received	Hard copy from the Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy from the Clerk	10p per sheet
Members' allowances and expenses	Hard copy from the Clerk	10p per sheet

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<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	(hard copy or website)	
Parish Plan (current)	Website	
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy from the Clerk	10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Hard copy from the Clerk	10p per sheet
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy from the Clerk Noticeboards and website	10p per sheet
Agendas of meetings (as above)	Hard copy from the Clerk Website	10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk Website	10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk	10p per sheet
Responses to consultation papers	Hard copy from the Clerk	10p per sheet
Responses to planning applications	Hard copy from the Clerk Website	10p per sheet
Bye-laws	N/A	

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<p><b>Class 5 – Our policies and procedures</b>          (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders          Committee and sub-committee terms of reference          Delegated authority in respect of officers          Code of Conduct          Policy statements</p>	<p>Hard copy from the Clerk          Hard copy from the Clerk          Hard copy from the Clerk          Hard copy from the Clerk          Hard copy from the Clerk</p>	<p>10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services          Equality and diversity policy          Health and safety policy          Recruitment policies (including current vacancies)          Policies and procedures for handling requests for information          Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy from the Clerk          Hard copy from the Clerk          Hard copy from the Clerk          Hard copy from the Clerk          Hard copy from the Clerk          Hard copy from the Clerk          Hard copy from the Clerk</p>	<p>10p per sheet          10p per sheet          10p per sheet          10p per sheet          10p per sheet          10p per sheet          10p per sheet</p>
<p>Information security policy</p>	<p>Hard copy from the Clerk</p>	<p>10p per sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy from the Clerk</p>	<p>10p per sheet</p>
<p>Data protection policies</p>	<p>Hard copy from the Clerk</p>	<p>10p per sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy from the Clerk</p>	<p>10p per sheet</p>

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<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
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 from the Clerk	10p per sheet
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)	N/A	
Register of members’ interests	Hard copy from the Clerk	10p per sheet
Register of gifts and hospitality	Hard copy from the Clerk	10p per sheet
<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 information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard copy from the Clerk	10p per sheet
Parks, playing fields and recreational facilities	Hard copy from the Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy from the Clerk	10p per sheet
Bus shelters	N/A	
Markets	N/A	
Public conveniences	Hard copy from the Clerk	10p per sheet
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy from the Clerk	10p per sheet
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## Knebworth Parish Council Information available under the publication scheme

### Contact details:

Mrs C Graham 9 Oakfields Road, Knebworth, Herts, SG3 6NS

T: 01438 813795 E: [clerk@knebworthparishcouncil.gov.uk](mailto:clerk@knebworthparishcouncil.gov.uk), [clerk@knebworthpc.org.uk](mailto:clerk@knebworthpc.org.uk) W: [www.knebworthparishcouncil.gov.uk](http://www.knebworthparishcouncil.gov.uk)

Parish Council Noticeboard locations:

Station Approach, St Martins Green, Park Lane opposite the Lytton Arms, Library, London Road

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	Viewing information @ £25 per hour	Actual cost

\* the actual cost incurred by the public authority