
Kington Town Council

Freedom of Information Act

Kington Town Council is making Council information available on written request. In so doing, the Council is following the provisions of the Freedom of Information Act 2000. This includes what is called a Publication Scheme for Parish Councils. Copies of the Publication Scheme will be available on request at the Council Office, 2 Mill Street, Kington, HR5 3BH and on the Council website. Our Publication Scheme will be revised from time to time. All information with an asterisk is available on the Kington Town Council website: www.kingtontown.co.uk.

Kington Town Council has a policy of accountability and aims to be as open and transparent in its dealings as possible. We welcome public interest and involvement.

What Charges are there?

Where a member of the public is seeking to obtain a copy of information included in this Publication Scheme, the Council may set reasonable charges for this. Costs are available on application by post to the Clerk and may include photocopying costs, postage (where incurred)

Confidentiality Notice

The Town Council will be as open as possible in supplying the information requested but the Council may withhold any information if it considers its release not to be in the public interest and that could cause significant harm. Any sensitive and confidential information is exempt from public information. Any exclusion as prescribed by law is contained in the publication scheme.

Requests for information

Anyone can request information in writing or by e-mail. The request **must** include details of the applicant and the information sought. The applicant has two rights, to be told whether the information is held by the Council and to receive that information or to be told why such information is to be withheld. The Council will have to respond within 20 days of the request. If a fee is required, the Council can extend this period up to 3 months until the fee is paid.

Gwilym J.Rippon
Clerk
Date

Kington Town Council

Publication Scheme under the Freedom of Information Act 2000

This publication scheme is the 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 pro-actively and help it to develop a greater culture of openness and transparency. This authority's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide a leadership focus for the community.

CORE CLASSES OF INFORMATION

1. Council Internal Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Minutes of Council, committee and sub-committee meetings (limited to last 2 years)	A4 Loose Leaf Sheets available, also available on the web site* and the Kington Centre	YES
Procedural standing orders	NALC standing orders	YES
Council's annual report to Town Meeting	Resolutions at AGM A4 Loose Leaf Sheets available, also on the web site	YES

2. Code of Conduct

Information	Format in which it is available	Charge for supply(yes/no)
Members' declaration of acceptance of office	Monitoring Officer at Herefordshire District Council holds this	Refer to District Council policy
Members' register of interests	The Council will direct all applications to Herefordshire District Council	Refer to District Council policy
And register of gifts, and hospitality Register of Members' interests book	Available to view at the end of every Council meeting	Yes

3. Periodic Electoral Review

This is information concerning changes to the electoral arrangements for Parish Councils. It includes recommendations for the creation of new wards the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

Information	Format in which it is available	Charge for supply
		(yes/no)
Information relating to the last Periodic Electoral Review of the council area.	The Council will direct all applications to the Herefordshire District Council	N/A
Information relating to the latest boundary review of the council area	The Council will direct all applications to the Herefordshire District Council	N/A

4. Employment Practice and Procedure

Information	Format in which it is available	Charge for supply
		(yes/no)
Terms and conditions of employment	A4 Loose Leaf format available	YES
Job descriptions	A4 Loose Leaf format available	YES

5. Planning Documents

Information	Format in which it is available	Charge for supply
		(yes/no)
Responses to planning applications	Standard District Council planning response form in loose-leaf format. Length of document 1 to 3 pages. Please specify which planning application and date for ease of reference.	YES

For information

Full plans are available on the Herefordshire web site.

6. Audit and Accounts

Information	Format in which it is available	Charge for supply
		(yes/no)
Annual return form - limited to the last financial year	A4 Loose Leaf format available	YES
Annual statutory report by auditor (internal and external) - limited to the last financial year	A4 Loose Leaf format available	YES
Receipt/payment books, receipt books of all kinds, bank statement from all accounts - limited to the last financial year	Viewing by appointment at the Council office	YES
Precept request - limited to the last financial year	A4 loose-leaf format available.	YES
VAT records - limited to the last financial year	A4 loose-leaf documents available.	YES
Financial Standing Orders and regulations	A4 loose-leaf documents available	YES
Assets register - includes details of street furniture of the Council.	Computerized and updated periodically	YES
Financial risk assessments	A4 loose-leaf documents available	YES

7. Development and Implementation of Policy

Information	Format in which it is available	Charge for supply
		(yes/no)
Policy statements issued by Council and terms of reference for committees	A4 loose-leaf documents available	Yes
Responses made by Council to consultation papers	A4 loose-leaf documents available	Yes
Analysis of responses received to public consultations by the Council	Not applicable at present	N/A
Parish Plan	Not applicable at present	N/A
Complaints handling procedure	A4 loose-leaf documents available.	Yes

8. Byelaws

Information	Format in which it is available	Charge for Supply (yes/no)
For the regulation of the Recreation Ground	A4 loose leaf format available	Yes
For the regulation of an open space or burial ground	N/A	N/A
For the control of dogs and dog fouling	The Council will direct all applications to Herefordshire District Council	N/A

9. Council Circulars/Newsletters

Information	Format in which it is available	Charge for Supply (yes/no)
Quarterly Newsletter	Published in the Parish Magazine and on the web site	N/A
History of Community	Published on the website	N/A

10. Arts, Entertainment & Tourist Information (Relates only to information produced by the Council)

Information	Format in which it is available	Charge for Supply (yes/no)
		N/A

11. Best Value

This information which encompasses the duty owed by a council to the local people, to provide good quality services at an acceptable cost, to continually improve the delivery of public services and to marshal such services across its entire area.

Information	Format in which it is available	Charge for Supply (yes/no)
Best Value performance plan	Under development	N/A
Best Value inspection reports	Under development	N/A

EXCLUSIONS

Core Classes of Information

Employment Practice and Procedure

'Personal records', i.e. appraisals, employee specific salary details, disciplinary records, sickness 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 of Herefordshire District Council. The definitive plan is available at the Kington Centre.

Audit and Accounts

All commercially sensitive information, eg. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, i.e. if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged. Once a tender has been accepted it will be made available.
