

**KIDDERMINSTER FOREIGN PARISH COUNCIL**

**PUBLICATION SCHEME**

<b>Information to be published</b>	<b>How the information can be obtained / viewed</b>
<b><u>Class 1 - Who are we and what we do</u></b>	Website
Local authority – Parish Council	Website
Who's who: Details of all Parish Councillors and Clerk and RFO to the Council	Website
Contact Details: for Clerk and Councillors	Website
Location of main office for the Council	Clerk's address: as shown below and on website
<b><u>Class 2 – What we spend and how we spend it</u></b>	
Annual Return form and report by auditor	Website
Budget	Website
Precept	Website
Financial Regulations and Standing Orders	Website
Grants given and received	Itemised in accounts on website
Members allowances	Itemised in accounts on website
<b><u>Class 3 – What our priorities are and how we are doing</u></b>	
Annual Report by Chairman as reported verbatim in minutes	Website
<b><u>Class 4 – How we make decisions</u></b>	
Decisions are made and recorded in minutes	In minutes on website
Timetable of meetings	Website
Agenda of meetings	Website
Minutes of meetings	Website
Reports presented to council meetings	In minutes on website
Responses to consultation papers	In minutes on website
Responses to planning applications	In minutes on website
<b><u>Class 5 – Our Policies and Procedures</u></b>	
Procedural Standing Orders	On Website
Delegated responsibilities of Councillors	On Website
Code of Conduct	On Website
<b><u>Class 6 – Lists and Registers</u></b>	
Assets Register	On Website
Disclosure and Register of Councillors' interests	On Website, but also available via District Council and affirmed in monthly minutes
<b><u>Class 7 – The services we offer</u></b>	
Seating (Benches) and noticeboards	As on Asset List (Website)
Litter Contract and Litter/Dog mess Bins	Bins as listed on Asset List, and emptying of and collection as specified under Localism contract with District Council
Minor Highway works and maintenance	As specified in Lengthsman Contract with County Council
Seasonal clearance and inspection of Public Rights of Way, as identified on the County Definitive Map	Clearance as specified in P3 Contract with County Council

**Clerk:** Mrs E. Whitehouse, Lark Rise, Romsley Lane, Shatterford, Bewdley, Worcs. DY12 1RT

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