

## Kingsmead Parish Council - Publication Scheme

The following information is made available. Most information about the parish council is available on its website and links are provided below, but please do contact us if this is not the best place for you to access the information you wish to see.

Information available	How the information can be obtained
<b>Class1 - Who we are and what we do</b>	
Who's who on the Parish Council and its Committees Committee Appointments and Representatives to Outside Bodies Contact details for Parish Clerk and Council Members Staffing Structure – not applicable (KPC has only one employee) Office location/accessibility – not applicable (KPC does not have an office)	Available on the website: <a href="http://kingsmeadpc.org.uk">Council Members – Kingsmead Parish Council (kingsmeadpc.org.uk)</a> Or Hard copy from the Parish Clerk
<b>Class 2 – What we spend and how we spend it</b>	
Receipts and Payments	Published each month on the website: <a href="http://kingsmeadpc.org.uk">Monthly Payments – Kingsmead Parish Council (kingsmeadpc.org.uk)</a> OR Hard copy from the Parish clerk
Annual Audit Form and Audit Report	Noticeboard at Kingsmead Square during the period of Public Right to View AND <a href="http://kingsmeadpc.org.uk">Annual Governance &amp; Accountability Return – Kingsmead Parish Council (kingsmeadpc.org.uk)</a>
Finalised budget and Precept Decision	<a href="http://kingsmeadpc.org.uk">Budget &amp; Precept – Kingsmead Parish Council (kingsmeadpc.org.uk)</a> OR Hard copy from the Parish Clerk
Financial Regulations	<a href="http://kingsmeadpc.org.uk">2024-06-07-KPC-Model-Financial-Regulations-Approved.pdf (kingsmeadpc.org.uk)</a> OR

	Hard copy from the Parish Clerk
List of grants given and received	Contained in Minutes – <a href="http://kingsmeadpc.org.uk">Full Council – Agendas &amp; Minutes – Kingsmead Parish Council (kingsmeadpc.org.uk)</a>
Members’ allowances and expenses	Published in minutes – <a href="http://kingsmeadpc.org.uk">Full Council – Agendas &amp; Minutes – Kingsmead Parish Council (kingsmeadpc.org.uk)</a> OR Available by contacting the clerk
<b>Class 3 – What our priorities are and how we are doing</b>	
Action Plans	TBC
Chairman’s Speech at Annual Parish Meeting	<a href="http://kingsmeadpc.org.uk">Council Documents &amp; Policies – Kingsmead Parish Council (kingsmeadpc.org.uk)</a> – see Chair’s Report OR Hard copy from the Parish Clerk
Minutes of Meetings	Noticeboard at Kingsmead Square (usually posted within 1-week of any meeting) OR On the website – see “Council Meetings and Agendas” OR Hard copy from the Parish Clerk
<b>Class 4 – How we make decisions</b>	
Timetable of meetings	Noticeboard at Kingsmead Square OR <a href="http://kingsmeadpc.org.uk">Council Meetings Schedule – Kingsmead Parish Council (kingsmeadpc.org.uk)</a> OR Hard copy from the Parish Clerk

Agendas of meetings	Noticeboard at Kingsmead Square OR On the website – see “Council Meetings and Agendas” OR Hard copy from the Parish Clerk
Minutes of meetings	Noticeboard at Kingsmead Square (usually posted within 1-week of any meeting) OR On the website – see “Council Meetings and Agendas” OR Hard copy from the Parish Clerk
Reports presented to council meetings	On the website – see “Council Meetings and Agendas”
Responses to Consultation Papers	Available in council minutes – see “Council Meetings and Agendas”
Responses to planning applications	Available in council minutes – see “Council Meetings and Agendas”
<b>Class 5 – Our policies and procedures</b>	
<b>Policies and Procedures for the conduct of council business</b> Standing Orders Financial Regulations Committee Terms of Reference Code of Conduct Financial Policies Complaints Procedure Communication Policy Press and Media Policy Co-option Policy Tree Works Vexatious Policy Wildlife Policy	<a href="http://kingsmeadpc.org.uk">Council Documents &amp; Policies – Kingsmead Parish Council (kingsmeadpc.org.uk)</a>

<p><b>Policies and procedures related to handling information:</b>  Freedom of Information Policy  Publication Scheme  Data Protection Policy  Data Retention and Disposal Policy  Privacy Notices</p>	<p><a href="http://kingsmeadpc.org.uk">Council Documents &amp; Policies – Kingsmead Parish Council (kingsmeadpc.org.uk)</a></p>
<p><b>Policies and procedures related to staffing</b></p>	<p><a href="http://kingsmeadpc.org.uk">Council Documents &amp; Policies – Kingsmead Parish Council (kingsmeadpc.org.uk)</a></p>
<p><b>Class 6 – Lists and Registers</b></p>	
<p>Asset Register</p>	<p><a href="http://kingsmeadpc.org.uk">Council Documents &amp; Policies – Kingsmead Parish Council (kingsmeadpc.org.uk)</a></p>
<p>Register of Members’ Interests</p>	<p><a href="http://kingsmeadpc.org.uk">Council Members – Kingsmead Parish Council (kingsmeadpc.org.uk)</a></p>
<p>Register of gifts and hospitality</p>	<p>Not recorded prior to FY 2024-25  If applicable in future, to be published as part of minutes and information collated at financial year end and uploaded to the website</p>
<p>Publication Scheme</p>	<p><a href="http://kingsmeadpc.org.uk">Council Documents &amp; Policies – Kingsmead Parish Council (kingsmeadpc.org.uk)</a></p>
<p><b>Class 7 – The services we offer</b></p>	
<p><b>Land Assets:</b>  9x play areas  7x ponds and the main culvert  St George’s field  Clock tower  Cenotaph  Stone walls and Cheshire railings  3x foot bridges and jetty  Amenity land around Kingsmead</p>	<p>Information on management of assets contained in Minutes - see “Council Meetings and Agendas”</p> <p>A map is also available of the parish detailing areas that the PC is responsible for maintaining:  <a href="http://kingsmeadpc.org.uk">Kingsmead Map – Kingsmead Parish Council (kingsmeadpc.org.uk)</a></p> <p>Further information can be obtained from the Parish Clerk</p>

Please note that not all the land in Kingsmead is managed by KPC and the council is not responsible for paths and highways.	
<b>Services:</b> Grounds maintenance Ponds and culvert management Management of play areas Planters Christmas Lights Switch On Event Parish Newsletter	Information on management of services contained in Minutes - see "Council Meetings and Agendas" AND <a href="http://kingsmeadpc.org.uk">Council Documents &amp; Policies – Kingsmead Parish Council (kingsmeadpc.org.uk)</a>
<b>Partnership Working</b> PCSO Kingsmead Mini Police	Information on partnership working contained in Minutes - see "Council Meetings and Agendas"
<b>Additional Information</b> Any additional information will be listed here and added to the website as it is made available	

### Contact details: Mrs Wendy Maddock (Clerk & RFO)

**Council Address:** 4 Valley Lane, Cuddington, Cheshire, CW8 2QD  
**Tel:** 01606 533858  
**Email:** [clerk@kingsmeadpc.org.uk](mailto:clerk@kingsmeadpc.org.uk)  
**Web:** <http://www.kingsmeadpc.org.uk>

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	N/a	In accordance with the relevant legislation.
<b>Other</b>	Assessed/agreed on information required.	