Kidlington Parish Council

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

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts.		
Who's who on the Council and its Committees	www.kidlington-pc.gov.uk Noticeboards Hard copy from Exeter Hall	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)	www.kidlington-pc.gov.uk Noticeboards Hard copy from Exeter Hall	Free
Location of main Council office and accessibility details	www.kidlington-pc.gov.uk	
Staffing structure	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	Free
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	Free
Finalised budget/precept	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	Free
Borrowing Approval letter	Hard copy from Exeter Hall	Free
Financial Standing Orders and Regulations	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	Free
Grants given and received	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	Free
List of current contracts awarded and value of contract	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	Free
Members' allowances and expenses	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Kidlington Masterplan	www.kidlington-pc.gov.uk	Free
Annual Report to Parish or Community Meeting/Newsletter (current and previous year as a minimum)	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	Free
Annual governance statement in format included in the Annual Return form	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	Free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	Free

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Agendas of meetings (as above)	www.kidlington-pc.gov.uk Noticeboards Hard copy from Exeter Hall	Free
Minutes of meetings - this will exclude information that is properly regarded as private to the meeting.	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	Free
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Responses to consultation papers	www.kidlington-pc.gov.uk	
Responses to planning applications	www.kidlington-pc.gov.uk Minutes of Planning Committee	
Bye-laws		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
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	Where available electronically www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Policies and procedures for the provision of services and about the employment of staff: 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)	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Data protection policies	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Assets register	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Register of members' interests	Available on Cherwell DC website	
Register of gifts and hospitality	For inspection – Exeter Hall	
Class 7 – The services we offer	(hard copy or website; some information may only be available by inspection)	

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(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Burial grounds and closed churchyards	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Community centres and village halls	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Parks, playing fields and recreational facilities	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Seating, litter bins, clocks, memorials and lighting	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Bus shelters	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Markets	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Public conveniences	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Agency agreements	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	www.kidlington-pc.gov.uk Hard copy from Exeter Hall	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Parish Clerk
Exeter Hall
Oxford Road, Kidlington, OX5 1AB
Tel: 01865 372143

Schedule of Charges:

In general, a charge will only be made for copies of documents which are more than 10 pages in length; other copies will be provided free of charge.
Photocopying 20p per sheet (b&w); 35p per sheet (full colour)
Postage – cost of 2nd class post