**Kingston on Soar Parish Council – Publication Scheme – Reviewed May 2025**

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| **Information to be published.** | **How the information can be obtained** | **Cost**  **or**  **Free of Charge (FOC)** |
| **Who we are and what we do.**  Details of the Parish Council – to include:  Names, addresses and telephone numbers of Parish Councillors and the Clerk to the Council. Structure of the Parish Council, location of the Council office and accessibility details. | Website  Paper copy via the Parish Clerk. | FOC  10p per sheet of A4 plus postage costs. |

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| **What we spend and how we spend it.**  Income and expenditure details including budgets and precept.  Annual return form and report by auditor.  Financial standing orders | Website  Paper copy via the Parish Clerk.  Appointment to view documents. | FOC  10p per sheet of A4 plus postage costs.  FOC |

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| **What our priorities are and how we are doing.**  Chairman’s Annual Reports and Annual Parish Meetings Minutes | Website  Paper copy via the Parish Clerk.  Appointment to view documents. | FOC  10p per sheet of A4 plus postage costs.  FOC |

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| **How we make decisions.**  Timetable of meetings  Agendas of meetings  Minutes of Council meetings  Responses to consultation documents. | Website  Appointment to view documents.  Paper copy via the Parish Clerk. | FOC  FOC  10p per sheet of A4 plus postage costs. |

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| **Our policies and procedures.**  Code of Conduct  GDPR Policies | Paper copy via the Parish Clerk.  Appointment to view documents. | 10p per sheet of A4 plus postage costs.  FOC |

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| **Lists of Registers and Interests**  Assets Register  Register of Members Interests | Paper copy via the Parish Clerk.  Website  Appointment to view documents. | 10p per sheet of A4 plus postage costs.  FOC  FOC |

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