**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. | WebsitePaper copy via the Parish Clerk. | FOC10p 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 | WebsitePaper copy via the Parish Clerk.Appointment to view documents. | FOC10p 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 | WebsitePaper copy via the Parish Clerk.Appointment to view documents. | FOC10p per sheet of A4 plus postage costs.FOC |

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| **How we make decisions.**Timetable of meetingsAgendas of meetingsMinutes of Council meetingsResponses to consultation documents. | WebsiteAppointment to view documents.Paper copy via the Parish Clerk. | FOCFOC10p per sheet of A4 plus postage costs. |

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| **Our policies and procedures.**Code of ConductGDPR 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 RegisterRegister of Members Interests | Paper copy via the Parish Clerk.WebsiteAppointment to view documents. | 10p per sheet of A4 plus postage costs.FOCFOC |

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