



## Vigo Parish Council Information Publication scheme

Much of the information in this publication scheme is available on our website: <http://www.vigo-kent.org>

Where information is not available on our website, a hard copy can be obtained by applying to the Parish Clerk. You will find her contact details at the end of this document

Information	Obtaining the information	Cost
<b>Class1 - Who we are and what we do</b> Current year only		
Who's who on the Council and its Committees	See our website	
Contact details for Parish Clerk and Council members	See our website	
Location of main Council office and accessibility details	See our website	
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	See our website	
Finalised budget	See our website	
Precept	See our website	
Financial Standing Orders and Regulations	See our website	
Grants given and received	Hard copy	£15
List of current contracts awarded and value of contract	Hard copy	£15
Members' allowances and expenses	Hard copy	£15
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	See our Website	
<b>Class 4 – How we make decisions</b>		

Timetable of meetings (Council meetings)	See our Website	
Agendas of meetings	See our Website and the Notice board in The Bay	
Minutes of meetings n.b. this will exclude information that is properly regarded as private to the meeting.	See our Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	See the Minutes on our Website	
Responses to consultation papers	See our Website	
Responses to planning applications	See the Minutes on our Website	
<b>Class 5 – Our policies and procedures</b> Current policies and procedures only		
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	See our Website	
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services 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)	Hard copy	£15
Information security policy In the Privacy Policy – How we use your data	See our website	
Schedule of charges (for the publication of information)	Flat charge of £15	
<b>Class 6 – Lists and Registers</b> Current lists and registers only		

Assets register	Hard copy	
Disclosure log	Hard copy	
Register of members' interests	By Inspection	
Declaration of Pecuniary Interests	See our Website	
<b>Class 7 – The services we offer</b> Current information only	See our Website	

**Parish Council Contact details:**

Mrs Joanne Glass (Parish Clerk)

Vigo Parish Council, Vigo Village Hall, The Bay, Vigo, Gravesend, Kent.

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**SCHEDULE OF CHARGES**

The costs published in this document include staff time, photocopying postage etc