

KENILWORTH TOWN COUNCIL PUBLICATION SCHEME

<u>INFORMATION TO BE PUBLISHED.</u>	How the information can be obtained, additional to enquiry with or at the Council offices.	Cost See below
<u>Class 1 - Who we are and what we do</u> (Organisational information structures, locations and contacts). This is current information only.		
Who's who on the Council and its Committees.	KTC Website, Noticeboard, Annual Meeting agenda and Minutes	
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address, if used). Members have the choice to opt out of sharing their personal address and telephone number. If a Member opts out, the relevant information shared will be for the Council Office and any messages will be passed onto individual Councillors.	Noticeboard and KTC Website. Address, telephone, email and web site are detailed at the end of this document.	
Location of main Council office and accessibility details. The Jubilee House offices are not a call-in facility (by appointment only); those services are provided by the Library.	KTC Website, Noticeboard.	
Staffing structure.	KTC Website	
COST: All Class 1 items are free for a single copy per elector.		
<u>Class 2 - What we spend and how we spend it</u> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit).		Cost See below
Annual return form and report to auditor.	KTC Website/Noticeboard. Agenda/Minutes	
Finalized budget.	Noticeboard/ KTC Website/ Agenda/Minutes.	
Precept.	Agenda/Minutes KTC Website and Social media Council Tax information data (WDC).	

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Borrowing Approval letter.	Not presently applicable	
Financial Standing Orders and Regulations.	Council Offices and KTC website	
Grants given and received.	Agenda/Minutes and hardcopy, KTC Website	
List of current contracts awarded and value of contract.	Agenda/Minutes and hardcopy.	
Members' allowances and expenses (Mayoral allowance only).	Accounts, Agenda/Minutes, KTC Website	

COST: All Class 2 items are free for a single copy per elector.		
<u>CLASS 3 - What our priorities are and how we are doing</u> (Strategies and plans, performance indicators, audits, inspections and reviews).		Cost See below
Parish Plan (current and previous year as a minimum).	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum).	Town Assembly Agenda/Minutes KTC Website and hardcopy.	
Quality status.	Not applicable; reviewed periodically.	
Local charters drawn up in accordance with DCLG guidelines.	Not applicable	
Neighbourhood Plan.	Kenilworth Library, KTC Website, WDC Website and hardcopy.	
COST: All Class 3 items are free for a single copy per elector.		
<u>CLASS 4 - How we make decisions</u> (Decision making processes and records of decisions). Current and previous council year as a minimum.		Cost See below
Timetable of meetings (council, any committee/sub-committee meetings and Town meetings).	Hard Copy, KTC Website	

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Agendas of meetings (as above).	Hard Copy, KTC Website and Noticeboard	
Minutes of meetings (as above). NB. This excludes information that is properly regarded as private to the meeting.	Hard Copy, KTC Website	
Reports presented to council meetings. NB. This excludes information that is properly regarded as private to the meeting.	Hard Copy, KTC Website	
Responses to consultation papers (including draft Area Action Plan and Neighbourhood Plan)	KTC Website Minutes WDC/WCC/HS2 and Parliamentary/EH etc Websites as applicable respectively	
Responses to planning applications (Contained within minutes of Planning Committee).	KTC Website WDC/WCC Websites as applicable Planning Minutes	

Bye-laws.	Not applicable. Refer to Warwick District Council and their website.	
COST: All Class 4 items are free for a single copy per elector.		
<u>Class 5 - Our policies and procedures</u> (Current written protocols, policies and procedures for delivering our services and responsibilities). (Current information only).		Cost See below
Policies and procedures for the conduct of council business.	Hard Copy KTC Website	
Procedural standing orders.	Hard Copy, KTC Website	

Committee and sub-committee terms of reference.	Hard Copy	
Delegated authority in respect of officers.	KTC Website Hard Copy	
Code of Conduct.	KTC Website WDC website Hard Copy	
Policy statements.	Hard Copy, KTC Website, WDC website	
Policies and procedures for the provision of services and about the employment of staff	Hard Copy, KTC Website	
Internal policies relating to the delivery of services.	No services except Castle Passes; covered in standing orders, in the Castle Pass policy and on the application forms. Thermal Imaging Cameras covered in thermal imaging camera policy. To be found in hard copy or on our website.	
Equalities Statement	Hard Copy, KTC Website	
Health and safety policy	Hard Copy/WDC for building aspects, KTC Website	
Recruitment policies (including current vacancies)	Hard Copy	

Policies and procedures for handling requests for information (via Town Clerk)	Hardcopy, KTC Website	
Complaints procedures (including covering for information and operating the publication scheme)	Hard Copy Town Clerk/Mayor KTC Website	
Information security policies	Hard Copy Standing Orders KTC Website	
Records management policies (records retention, destruction and archive)	Hard Copy KTC Website	
Data protection policies/Privacy Statement	Hard Copy ICO registration Standing Orders KTC Website	
Schedule of charges (for the publication of information).	Standing Orders FOI KTC Website	
COST: All Class 5 items are free for a single copy per elector.		
CLASS 6 – Lists And Registers		Cost See footer
(Currently maintained lists and registers only).		
Any publicly available register or list.	No registers are held that are available for inspection; Electoral Registers may be viewed upon application to WDC Electoral services.	
Assets Register.	Hard Copy Annual Balance Sheet KTC Website	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils).	Hard Copy	

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Register of members' interests.	Hard Copy and WDC website. Link from KTC Website	
Registers of gifts and hospitality (Town Mayor, Councillors and Council staff).	Hard Copy	
COST: All Class 6 items are free for a single copy per elector.		
CLASS 7 - The Services We Offer		Cost

(information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). (Current information only).		See below
Allotments. Three owned sites – Odibourne, Spring Lane and Beehive Hill	Hard Copy. Details are through Kenilworth Allotments Tenants Association (KATA).	
Burial grounds and closed churchyards.	Not applicable	
Community centres and village halls – WCC/WDC	Not applicable	
Parks, playing fields and recreational facilities (WDC)	None	
Seating, memorials, lighting and grit bins (grit bins filled by WCC). (Only grit bins though KTC; Council will provide grit bins on an individually approved basis).	Standing Orders Grit Bins - requests through Council Offices Grit Bin Locations – Council Offices (Listing)	
Bus shelters.	None	
Markets.	None (WDC)	
Public conveniences.	None (WDC)	
Agency agreements.	None	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees).	Not applicable other than Castle Passes; detailed in Schedule of Charges.	

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Five Leaflets currently issued, 1x Visit Kenilworth 3x Trail Leaflets, 1x Kenilworth Revealed leaflet. Leaflets are also issued by other bodies. See WCC, WDC, English Heritage, Business Partnership etc information leaflets, events listings and similar.	Library, Town Council, Castle, Abbey Museum and local businesses. WCC and WDC websites. KTC Web site. Tourism Information sites across the district.	
Clocks, litter bins	None	
COST: All Class 7 items are free for a single copy per elector.		

<u>ADDITIONAL INFORMATION</u> This advises information that is not itemised in the lists above.		
DESCRIPTION		BASIS OF CHARGE
The Council owns the freehold of Kenilworth Castle and administers part of Castle Green (village green). The Council owns the Odibourne, Spring Lane and Beehive Hill allotment sites.		N/A Periodic review. Leased/sub-leased to the Kenilworth Allotment Tenants Association (KATA) who set plot rates and any other associated charges; details from KATA.

<u>SCHEDULE OF CHARGES</u> This describes how the charges have been arrived at.		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE

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Printing and disbursement cost for additional copies of Council business (only).	Photocopying and printing @ 10p per image (black & white) (A5 and A4 sizes). A3 size: £0.20p per copy. Colour material (including photocopies @ 15p per image (A4 size) and 30p per image A3 size. Duplex printing, image zoom and reduction can be undertaken upon request subject to availability and system capacity. Postage.	All subject to reasonable notice, with timescales for production depending upon the volumes required. Cost includes paper (80 gsm white). Coloured paper may be available upon request. Actual cost of 2nd Class Royal Mail Standard and Large Letter, or equivalent for heavier items, or as requested. Special packing materials are supplied at cost price.
Statutory Fee.	Not normally applicable.	In accordance with the relevant legislation.

Kenilworth Castle Pass.	Entry to Castle for residents in normal business hours. Valid for 10 years. Includes provision for disabled carers. Local Care Home passes also available.	£6 per Pass (subsidized). See online application form available on our website at https://kenilworth-tc.gov.uk/information/castle-pass/. Paper copies will remain available, obtainable from the Library, Kenilworth Castle and the Council offices.
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CONTACT DETAILS

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Kenilworth	Smalley Place	Email: kentc@kenilworth-tc.gov.uk
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