

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

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Hard copy Website</p>	<p>10p per page</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Hard copy Website</p>	<p>10p per page</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy Website</p>	<p>10p per page</p>

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy Website	10p per page
Finalised budget	Hard copy Website	10p per page
Precept	Hard copy Website	10p per page
Borrowing Approval letter	N/A	
All items of expenditure above £100	Hard copy Website	10p per page
Financial Standing Orders and Regulations	Hard copy Website	10p per page
Grants given and received	Hard copy	10p per page
List of current contracts awarded and value of contract	Hard copy	10p per page
Members' allowances and expenses	N/A	
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		

Annual governance statement in format included in the Annual Return form	Hard copy Website	10p per page
Parish Plan	N/A	
Quality status	N/A	
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy Website	10p per page
Agendas of meetings (as above)	Hard copy Website	10p per page
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy Website	10p per page
Responses to consultation papers	Hard copy	10p per page
Responses to planning applications	Hard copy Website	10p per page
Bye-laws	Hard copy Website	10p per page

<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Hard copy Website</p>	<p>10p per page</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Hard copy Website</p>	<p>10p per page</p>
<p>Records management, personal data and access to information policies</p>		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>		

Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Parish Council office	N/A
Disclosure log indicating the information provided in response to FOIA and EIR requests.	Parish Council office	N/A
Register of members' interests	Parish Council office	N/A
Register of gifts and hospitality	N/A	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Hard copy Website	10p per page
Burial grounds and closed churchyards	Hard copy Website	10p per page
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy Website	10p per page
Seating, litter bins, clocks, memorials and lighting	Hard copy Website	10p per page
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	

Agency agreements		
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard copy Website	10p per page
Additional Information Information not itemised in the lists above		

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred