

Information available from Kirby Muxloe Parish Council under the ICO model publication scheme.

This document was adopted by the Parish Council on 23rd October 2014 (it supersedes the Parish Council Guide to Information Dec 2008)

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.</p>		
<p>Who's who on the Council and its Committees</p>	<p>Hard Copy/ Contact Clerk Web site</p>	<p>10p per A4 page free</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with email address (if used))</p>	<p>Hard Copy/ Contact Clerk Web-site</p>	<p>10p per A4 page free</p>
<p>Location of main Council office and accessibility details</p>	<p>Hard copy/ Contact Clerk Web-site</p>	<p>10p per A4 page free</p>
<p>Staffing structure</p>	<p>Hard Copy / Contact Clerk</p>	<p>10p per A4</p>

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum	Hard Copy/ Contact Clerk Web-site	10p per A4 page Free
Annual return form and report by auditor	Hard Copy/ Contact Clerk Web-site	10p per A4 page Free
Finalised budget	Hard Copy/ Contact Clerk Web-site	10p per A4 page Free
Precept	Hard Copy/ Contact Clerk Web-site	10p per A4 page Free
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Hard Copy/ Contact Clerk Web-site	10p per A4 page Free
Grants given and received	Hard Copy / Contact Clerk	10p per A4 page
List of current contracts awarded and value of contract	Hard Copy / Contact Clerk	10p per A4 page
Members' allowances and expenses	Hard Copy / Contact Clerk	10p per A4

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
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)	Hard Copy/ Contact Clerk Web-site	10p per A4 page Free
Quality status	Not applicable	
Parish Plan	Hard Copy/ Contact Clerk Web-site	10p per A4 page Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy / Contact Clerk Web-site	10p per A4 page Free
Agendas of meetings (as above) - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy / Contact Clerk Web Site	10p per A4 page Free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy / Contact Clerk	10p per A4 page

	Web Site	Free
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy / Contact Clerk	10p per A4 page
Responses to consultation papers	Hard Copy / Contact Clerk	10p per A4 page
Responses to planning applications	Hard copy/ contact Clerk Minutes of the Planning and Development Committee on web-site	10p per A4 page free
Bye-laws	Hard Copy / Contact Clerk	10p per A4 page
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Financial Regulations Committee and sub-committee terms of reference Code of Conduct Policy statements Grants Procedures – application form only at this time	Hard Copy/ Contact Clerk Web-site	10p per A4 page free

Policies and procedures for the provision of services and about the employment of staff:	
Internal policies relating to the delivery of services	Not Applicable
Equality and diversity policy	Hard Copy/ Contact Clerk Web-site 10p per A4 Free
Disability Discrimination policy	Hard Copy/ Contact Clerk Web-site 10p per A4 Free
Lone Working Policy	Hard Copy/ Contact Clerk Web-site 10p per A4 Free
Health and Safety Statement	Hard Copy/ Contact Clerk Web-site 10p per A4 Free
Recruitment policies (including current vacancies)	Hard Copy/ Contact Clerk Web-site 10p per A4 Free
Policies and procedures for handling requests for information Complaint's procedures (including those covering requests for information and operating the publication scheme) Information security policy	Hard Copy/ Contact Clerk Web-site 10p per A4 Free
Schedule of charges (for the publication of information)	Not applicable
Class 6 – Lists and Registers	
Currently maintained lists and registers only	Hard copy/contact Clerk Web-site 10p per A4 page free
Any publicly available register or list (if any are held this should be publicised; in most	Not applicable

circumstances existing access provisions will suffice)		
Assets Register	Parish Council Office	N/A
Electoral Register	Parish Council Office – may only be viewed under supervision	N/A
Register of members' interests	Parish Council Office	N/A
Register of gifts and hospitality	Hard Copy / Contact Clerk	10p per A4 page
<p>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</p>		
Allotments	Hard Copy/ Contact Clerk Web-site	10p per A4 Free
Burial grounds	Hard Copy/ Contact Clerk Web-site	10p per A4 Free
Community centres and village halls	Hard Copy/ Contact Clerk Web-site	10p per A4 Free
Parks, playing fields and recreational facilities	Hard Copy/ Contact Clerk Web-site	10p per A4 Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy/ Contact Clerk Web-site	10p per A4 Free
Bus shelters	Not applicable	
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not applicable	

<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>Hard Copy/ Contact Clerk Web-site</p>	<p>10p per A4 Free</p>
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	<p>None</p>	
<p>Information that will be generally unavailable</p> <ul style="list-style-type: none"> Information, the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure; Information in DRAFT form; Information that is no longer readily available as it is contained in files that have been placed in archived storage, under seal or is difficult to access for similar reasons. 		

Contact Details:

Parish Clerk
Parish Council Office
Station Road
Kirby Muxloe
Leicester, LE9 2EN

Tel 0116 386408 e-mail: admin@kirbymuxloeparishcouncil.org.uk

This describes how the charges have been arrived at: **Schedule of Charges**

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white) colour copying 30p A4	
Statutory Fee	Postage	Actual cost of Royal Mail standard 2 nd Class
Other	N/A	In accordance with the relevant legislation
	N/A	

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