

## Information available from Kilby Parish Council under the Freedom of Information Model Publication Scheme

Information to be published:	How the information can be obtained: (website / hard copy) <small>Some documents may be available for inspection only</small>
Kilby Parish Council will supply one copy of any information listed free of charge, excluding postage costs if required. Multiple copies will be charged as per the Schedule of Charges at the end of this guide.	
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	
Who's who on the Council	Website Hard Copy – contact the Parish Clerk
Contact details for Parish Clerk and Council Members	Website Hard Copy – contact the Parish Clerk
Staffing structure	Website Hard Copy – contact the Parish Clerk
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
Annual return form and report by auditor	Website Hard Copy – contact the Parish Clerk
Finalised budget	Website Hard Copy – contact the Parish Clerk
Precept	Website Hard Copy – contact the Parish Clerk
Financial Regulations	Website Hard Copy – contact the Parish Clerk
Grants given and received	Website – Full Council minutes Hard Copy – contact the Parish Clerk
List of current contracts awarded and value of contract	Website – Full Council minutes Hard Copy – contact the Parish Clerk
Members' allowances and expenses	Hard Copy - contact the Parish Clerk

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
Playground Enhancement Project Annual Reports	Website – Full Council Minutes Hard Copy - contact Parish Clerk
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Timetable of meetings	Website Hard Copy – contact the Parish Clerk Notice board
Agendas of meetings	Website Hard Copy – contact the Parish Clerk Notice board
Minutes of meetings	Website Hard Copy – contact the Parish Clerk
Reports presented to council meetings	Hard Copy – contact the Parish Clerk
Responses to consultation papers	Website (Minutes) Hard Copy – contact the Parish Clerk
Responses to planning applications	Website (Minutes) Hard Copy – contact the Parish Clerk
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business and the provision of services: Financial Regulations Standing Orders Code of Conduct	Website Hard Copy – contact the Parish Clerk

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	
Asset Register	Website Hard Copy – contact the Parish Clerk
Register of members’ interests	Website Hard Copy – contact the Parish Clerk Documents available for inspection at Blaby District Council and on their website
Register of gifts and hospitality	Hard Copy – contact the Parish Clerk
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
Parks, playing fields and recreational facilities	Website - minutes Contact the Parish Clerk
Responses to planning applications	Website – minutes/planning summary Contact the Parish Clerk
Provision of Defibrillator	Contact the Parish Clerk
<b>Additional Information</b>	
Guide to Published Information Information Commissioner’s Office Model Publication Scheme	Website Hard Copy – contact the Parish Clerk

<p><b>Contact details:</b>  Mrs Tina Cox  Quester Cottage  Main Street  Peatling Magna  Leicestershire  LE8 5UQ</p> <p>Tel: 0116 2799048  Email: <a href="mailto:clerk@kilbypc.org.uk">clerk@kilbypc.org.uk</a>  <a href="http://www.kilbypc.org.uk">www.kilbypc.org.uk</a></p>
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## **SCHEDULE OF CHARGES**

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

No charges are made for the supply of one copy of any document produced by the Council, excluding postage costs if posting is requested. If multiple copies should be required, the charges for copying as shown below will apply. If you ask the Council to photocopy and post documents reasonable disbursements will be payable to cover such costs. You will be advised of any costs and these should be made prior to the release of any information.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 6p per sheet (black & white)	Copying 0.5p / Paper and administration costs 5.5p
	Photocopying sheet (colour) Not available	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Supply of information not listed in the publication scheme.	£10.00 per hour for responding to requests for information not listed in the Council's publication scheme (minimum charge £10.00)	Based upon average of officers actual salary costs.
<b>Statutory Fees</b>		In accordance with the relevant legislation