

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> |
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| 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. | |
| Class1 - Who we are and what we do (Organisational information, 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 |
| 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) | |
| 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 |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | |
| Playground Annual Reports | Website – Full Council Minutes Hard Copy - contact Parish Clerk |
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| Class 4 – How we make decisions | |

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| (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 |
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| Class 5 – Our policies and procedures (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 |

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| Class 6 – Lists and Registers 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 |
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| 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 | |
| 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 |
| Additional Information | |
| Guide to Published Information Information Commissioner's Office Model Publication Scheme | Website Hard Copy – contact the Parish Clerk |

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| <p>Contact details:</p> <p>Mrs Tina Cox Willow Farm Peatling Road Ashby Magna Leicestershire LE17 5NW</p> <p>Tel: 0116 2478315¹ Email: clerk@kilbypc.org.uk www.kilbypc.org.uk</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.

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| Disbursement cost | Photocopying @ 6p per sheet (black & white) | Copying 0.5p /Paper and administration costs 5.5p |
| | Photocopying sheet (colour) Not available | |
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| | Postage | Actual cost of Royal Mail standard 2 nd 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 officer's actual salary costs. |
| Statutory Fees | | In accordance with the relevant legislation |