

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

Web Site: www.kegworthparishcouncil.co.uk

Information to be published-	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website Hard Copy – contact the parish council office	Free Free
Contact details for Parish Clerk and Council members	Website Hard Copy – contact the parish council office	Free Free
Location of main Council office and accessibility details	1 London Road, Kegworth, Derby, DE74 2EU. Location on website	Free
Staffing structure	Website Hard Copy – contact the parish council office	Free Free
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	Hard Copy – contact the parish	60p

	council office website	(6 sides)
Finalised budget	Hard Copy – contact the parish council office Hard copy summary published on web site	10p/sheet
Precept	Hard Copy – contact the parish council office Minutes of Finance Committee	Free
Financial Standing Orders and Regulations	Website Hard Copy – contact the parish council office	Free 10p/sheet
Grants given and received	Website – Full Council minutes. Hard Copy – contact the parish council office	Free 10p/sheet
List of current contracts awarded and value of contract	Website – Full Council and Committee minutes. Hard Copy – contact the parish council office	Free 10p/sheet
Members' allowances and expenses	Notice Boards (Year end) Website – Full Council minutes Hard Copy – contact the parish council office	Free Free Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Council Business Plan	Hard Copy	10p/sheet

	Web site	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – contact the parish council office Notice boards	Free Free Free
Agendas of meetings (as above)	Website Hard Copy – contact the parish council office Notice boards	Free Free Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – contact the parish council office	Free 10p/sheet
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact the parish council office Reports available for inspection at 1 London Road, Kegwsorth.	10p/sheet Free
Responses to consultation papers	Website (Minutes) Hard Copy – contact the parish council office Documents available for inspection at 1 London Road.	Free 10p/sheet Free

Responses to planning applications	Hard Copy – contact the parish council office Documents available for inspection at 1 London Road, Kegworth.	10p/sheet Free
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: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard Copy – contact the parish council office Documents available for inspection at Park House	Free 10p/sheet Free
Policies and procedures for the provision of services and about the employment of staff: Equality Opportunities policy Health and Safety policy Job descriptions Terms of employment Complaints procedures (including those covering requests for information and operating the publication scheme)	Equal Opportunity and Health and Safety included within Policy Statements, above Hard Copy – contact the parish council office Documents available for inspection at 1 London Road, Kegworth. Complaints Procedure available on the website	10p/sheet Free Free
Class 6 – Lists and Registers		

Currently maintained lists and registers only		
Assets Register	Hard Copy – contact the parish council office Documents available for inspection at 1 London Road.	10p/sheet Free
Register of members' interests	Hard Copy – contact the parish council office Documents available for inspection at 1 London Road.	10p/sheet Free
Register of gifts and hospitality	Hard Copy – contact the parish council office Documents available for inspection at 1 London Road.	10p/sheet Free
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		
Allotments	Contact the Parish Council office	Free
Cemetery		
Parks, playing fields and recreational facilities		
Seating and litter bins		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. room rental)		
Additional Information		
Guide to Proactively Published Information	Website Hard Copy – contact the parish	Free 10p/sheet

	council office	
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Contact details:

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 Kegworth,
 Derby,
 DE74 2EU.

Tel: 01509 670204 E.mail: clerk@kegworthparishcouncil.co.uk

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Copying 0.5p. Paper and administration costs 9.5p
	Photocopying sheet (colour) Not available	
	Postage	Actual cost of Royal Mail standard 2 nd class
Supply of information not listed in the publication scheme.	£13.50 per hour for responding to requests for information not listed in the Council's publication scheme (minimum charge £13.50)	Base upon average of officers actual salary costs.
Statutory Fees		In accordance with the relevant legislation

