

FREEDOM OF INFORMATION ACT 2000

CORE CLASSES

1) Council Internal Practice and Procedure

Minutes of the Council, committee and sub-committee meetings – limited to the last two years.

Procedural Standing Orders.

Councils Annual Report to the Parish Meeting.

2) Code of Conduct

Members Declaration of Acceptance of Office.

Members Registers of Interests.

Register of Members Interests Book.

3) Periodic Electoral Review

This is information concerning changes to the electoral arrangements for parish, town and community councils. It includes recommendations for creation of new wards, the amendment of existing wards, proposals for new wards and alterations to the number of councillors to be elected to the council.

Information relating to the last Periodic Electoral Review of the council area.

Information relating to the latest boundary review of the council area.

4) Employment Practice

Terms and conditions of employment.

Job descriptions.

5) Planning Documents

Responses to planning applications.

6) Audit and Accounts

Annual return form – limited to the last financial year.

Annual Statutory report by the auditor (internal and external) – limited to the last financial year.

Receipts and payments books, receipt books of all kinds, bank statements from all accounts – limited to the last financial year.

Precept request – limited to the last financial year.

VAT records – limited to the last financial year.

Financial Standing Orders and Regulations.

Asset Register – this will include details of commons/village greens owned by the Parish Council including management schemes for commons as well as village halls, community centres and recreation grounds.

Risk Assessments.

Mountsorrel Parish Council
Information available under the model publication scheme
Website: www.mountsorrel.pc@co-net.com

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Hard copy contact the Parish Clerk	25p per A4 sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Notice board by Office Hard copy contact the Parish Clerk	25p per A4 sheet
Location of main Council office and accessibility details	The Parish Office 2a Little Lane Mountsorrel LE12 7BH Office open 9 to 11 am Mon-Weds Available on website	Free
Staffing structure	Parish Clerk Website	25p per A4 sheet

<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.</p>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy Website	25p per A4 sheet Free
Finalised budget / Precept	Website Hard copy from Parish Clerk	Free 25p per A4 sheet
Financial Standing Orders and Regulations	Website Hard copy from Parish Clerk	Free 25p per A4 sheet
Grants given and received	Full Council minutes Website Hard copy from Parish Council	Free 25p per A4 sheet
List of current contracts awarded and value of contract	Website (Full Council minutes) Hard copy from Parish Clerk	Free 25p per A4 sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website Hard copy from Parish Clerk	Free 25p per A4 sheet

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy from Parish Clerk	Free 25p per A4 sheet
Agendas of meetings (as above)	Website Hard copy from Parish Clerk	Free 25p per A4 sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from Parish Clerk	Free 25p per A4 sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from Parish Clerk	Free 25p per A4 sheet
Responses to consultation papers	Website Hard copy from Parish Clerk	Free 25p per A4 sheet
Recording of Council Meetings	Website	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	(hard copy or website)	
Current information only		

<p>Policies and procedures for the conduct of council business: Procedural standing orders Committee and Sub-Committee Terms of Reference Code of Conduct Policy statements</p> <p>Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website Hard copy from Parish Clerk</p>	<p>Free 25p per A4 sheet</p>
<p>Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website Hard copy from Parish Clerk</p>	<p>Free 25p per A4 sheet</p>
<p>Data protection policies Records Management Policy</p>	<p>Website Hard copy from Parish Clerk</p>	<p>Free 25p per sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Website Hard copy from Parish Clerk</p>	<p>Free 25p per A4 sheet</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Assets Register – Part of Annual Accounts</p>	<p>Website Hard copy from Parish Clerk</p>	<p>Free 25p per A4 sheet</p>

Register of members' interests	www.charnwood.gov.uk	Free 25p per A4 sheet
Register of gifts and hospitality	Hard copy from Parish Clerk Hard copy from Parish Clerk	25p per A4 sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	Website Hard copy from Parish Clerk	Free 25p per A4 sheet
Burial grounds and closed churchyards	Website Hard copy from Parish Clerk	Free 25p per A4 sheet
Community centres and village halls	Website Hard copy from Parish Clerk	Free 25p per A4 sheet
Parks, playing fields and recreational facilities	Website Hard copy from Parish Clerk	Free 25p per A4 sheet
Seating, litter bins, memorials	Website Hard copy from Parish Clerk	Free 25p per A4 sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy from Parish	Free 25p per A4 sheet

	Clerk	A4 sheet
<p>Additional Information</p>		
<p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		
<p>Note: The following items included in the national model publication scheme are not applicable to Mountsorrel Parish Council and therefore have been deleted: Borrowing approval letter, members allowances, Local Charters, Quality Status, Byelaws, Delegated authority, Information security, Disclosure Log</p>		

Contact details:

Mrs Lorraine Davies
 Parish Clerk
 Mountsorrel Parish Council
 2A Little Lane
 Mountsorrel
 Leicestershire
 LE12 7BH

Tel/Fax: 0116 2303809

Email: mountsorrel.pc.clerk@co-net.com