

Freedom of Information Act 2000

Information available from Keinton Mandeville Parish Council under the model publication scheme

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)</p> <p>This will be current information only</p>		
Who's who on the Council	Website Hard copy – contact Clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 10p per sheet
Location of main Council office and accessibility details	None	-
Staffing structure	None	-
<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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Hard copy – contact Clerk	10p per sheet
Finalised budget	Hard copy – contact Clerk	10p per sheet
Precept	Hard copy – contact Clerk	10p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hard copy – contact Clerk	10p per sheet
Grants given and received	Within accounts. Hard copy – contact Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p per sheet
Members' allowances and expenses	N/A	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
Parish Plan (current and previous year as a minimum)	Hard copy – contact Clerk	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	APM minutes available – hard copy, contact clerk	10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council meetings and parish meetings)	Hard copy – contact Clerk	10p per sheet
Agendas of meetings (as above)	Website Hard copy – contact Clerk	Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	Free 10p per sheet
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 sheet
Responses to consultation papers	Hard copy – contact Clerk	10p per sheet
Responses to planning applications	SSDC Website Hard copy – contact Clerk	Free 10p per sheet
Bye-laws	N/A	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference - N/A Delegated authority in respect of officers Code of Conduct Policy statements</p>	Hard copy – contact Clerk	10p per sheet
<p>Policies and procedures for the provision of services and about the employment of staff Internal policies relating to the delivery of services - N/A Equality and diversity policy N/A Health and safety policy N/A Recruitment policies (including current vacancies) As per national guidance Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard copy – contact Clerk	10p per sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p per sheet
Data protection policies as per model policies	Hard copy – contact Clerk	10p per sheet
Schedule of charges (for the publication of information)	Website Hard copy – contact Clerk	Free 10p per sheet
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – contact Clerk	10p per sheet
Assets Register	Hard copy – contact Clerk	10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests – available to view from the Monitoring Officer, South Somerset District Council, Brympton Way, Yeovil		
Register of gifts and hospitality. As above.		
<p>Class 7 – The services we offer (Information about the services we offer, including (where applicable) leaflets, guidance and newsletters produced for the public and businesses)</p>		

Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls – Custodian Trustees only	Hard copy – contact Clerk	10p per sheet
Parks, playing fields and recreational facilities	Hard copy – contact Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	10p per sheet
Bus shelters	Hard copy – contact Clerk	10p per sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Contact details:

Sue Graham
Clerk and Responsible Finance Officer
Keinton Mandeville Parish Council
Sun View
Babcary Lane
Keinton Mandeville
Somerton
TA11 6DR
kmpcclerk@gmail.com

Meetings by appointment only – The Parish Council does not operate a Parish Office

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority