

Leigh On Mendip Parish Council: Freedom of Information Publication Scheme

Information to be published	Method of Publication	Cost
<p>Class 1 - Who we are and what we do</p> <p>Online data at http://www.leigh-on-mendip.org.uk/; contact the Clerk for hard or soft copy. This will be current information only:</p> <p style="padding-left: 40px;">Who's who on the Council and its Committees and contact details for Parish Clerk and Council members</p> <p style="padding-left: 40px;">Location of main Council office and accessibility details: None Staffing Structure: Part time clerk</p>	<p>Notice Boards, online, soft copy Hard copy</p>	<p>Free 10p/sheet + pp</p>
<p>Class 2 - What we spend and how we spend it</p> <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year records readily available:</p> <p style="padding-left: 40px;">Annual return form and report by auditor List of current contracts awarded and value of contract and Member's allowances and expenses</p> <p style="padding-left: 40px;">Finalised budget: Recorded in Minutes, Precept (recorded in Minutes), Financial Standing Orders and Regulations and Grants given and received (recorded in Minutes)</p> <p style="padding-left: 40px;">Borrowing Approval Letter: Not Applicable</p>	<p>Hard copy</p> <p>Online, soft copy Hard copy</p>	<p>10p/sheet + pp</p> <p>Free 10p/sheet + pp</p>

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<p>Class 3 -What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous financial year records readily available:</p> <p>Parish Plan Annual Report to Parish</p> <p>Quality status: Not Applicable Local charters: Not Applicable</p>	<p>Online, soft copy Hard copy</p>	<p>Free 10p/sheet + pp</p>
<p>Class 4 - How we make decisions</p> <p>Decision making process and records of decisions reviews. Current and previous financial year records readily available:</p> <p>Timetable of Council, Parish and Committee Meetings</p> <p>Agendas of meetings Minutes of meetings Responses to planning applications (see http://publicaccess.mendip.gov.uk/online-applications/) Responses to consultation papers Bye-laws : not applicable</p> <p>Reports presented to council meetings; private information redacted</p>	<p>Online, notice boards</p> <p>Online, soft copy, notice boards Hard copy</p> <p>Hard copy</p>	<p>Free</p> <p>Free 10p/sheet + pp</p> <p>10p/sheet + pp</p>

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<p>Class 6 - Lists and Registers</p> <p>Any currently maintained and publicly available register or list:</p> <ul style="list-style-type: none"> Assets register Disclosure log of freedom of information requests: Not applicable Register of members' interests: see Mendip District Council website Register of Gifts and Hospitality 	<p>Hard copy</p>	<p>Free 10p/sheet + pp</p> <p>10p/sheet + pp</p>
<p>Class 7 - The services we offer</p> <p>Information about the services we provide:</p> <ul style="list-style-type: none"> Allotments: Not provided by council Burial Grounds: Closed churchyard via MDC and the in use cemetery Village Hall: Managed by Hall committee, minutes on line Recreation field: Managed by Rec Field committee, minutes on line Seating, litter bins, clocks, memorials and lighting: Limited Bus shelters: Provided and maintained by the operators Markets: Not applicable Public conveniences: Not applicable Agency agreements: Not applicable Services for which council can recover a fee: Cemetery fees 	<p>Where relevant: Online, soft copy Hard copy</p> <p>Other queries, contact the Clerk</p>	<p>Free 10p/sheet + pp</p>

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<p>Additional Information: Information not listed above:</p> <p>Schedule of charges:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: left;">TYPE OF CHARGE</th> <th style="text-align: left;">DESCRIPTION</th> <th style="text-align: left;">BASIS OF CHARGE</th> </tr> </thead> <tbody> <tr> <td>Disbursement cost</td> <td>Photocopying @ 10p per sheet</td> <td>Commercial rate</td> </tr> <tr> <td></td> <td>Postage</td> <td>Cost of standard second class letter</td> </tr> <tr> <td>Statutory fee</td> <td>Maximum of £450</td> <td>In accordance with the Freedom of Information Act 2000, Sections 9 and 13</td> </tr> <tr> <td>Hourly rate for searches and for collation of information</td> <td>£25</td> <td>Department of Justice advice for interpretation of the FOI Act 2000</td> </tr> <tr> <td>Cemetery Fees</td> <td>Refer to Cemetery Fees documentation</td> <td>Comparison with Church of England charges</td> </tr> </tbody> </table> <p>Exempt Material:</p> <ul style="list-style-type: none"> Undeclared personal information relating to Councillors Personal information relating to employees (Clerk) Tenders and bids from contractors and suppliers Information prohibited by Data Protection Legislation 	TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE	Disbursement cost	Photocopying @ 10p per sheet	Commercial rate		Postage	Cost of standard second class letter	Statutory fee	Maximum of £450	In accordance with the Freedom of Information Act 2000, Sections 9 and 13	Hourly rate for searches and for collation of information	£25	Department of Justice advice for interpretation of the FOI Act 2000	Cemetery Fees	Refer to Cemetery Fees documentation	Comparison with Church of England charges		
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<p>Contact Details: The Clerk to Leigh on Mendip Parish Council Mrs Anthea Brooks Address: Ashville, Monger Lane, Midsomer Norton, Radstock BA3 2SP Telephone: 01761 418737 Email: lom.pc@btinternet.com</p>																				