

FREEDOM OF INFORMATION PUBLICATION SCHEME FOR EAST LEAKE PARISH COUNCIL

1. General Information

Authority – *East Leake Parish Council*
45 Main Street
East Leake
Loughborough, Leics, LE12 6LW

Tel 01509-852217 E-mail parishclerk@east-leake.gov.uk

Responsible Officer *Mrs Susan Lewis, Clerk*
Maintaining Officer *Mrs Susan Lewis, Clerk*

2. Information to be published 3. Method of Publication

(Council Officers are open from
9.00am to 1.00pm most days)

COUNCIL PRACTICE AND PROCEDURES

Council Agendas and Minutes*

Agendas are posted on Notice Boards.
Agendas and Minutes are posted on the Council's web site. Copies can also be inspected in the Council Offices (by appointment) and the library.

Committee Agendas and Minutes
Eg Management Committee
Planning Committee
Amenities Committee

Agendas are posted on Notice Boards.
Agendas and Minutes are posted on the Council's web site. Copies can also be inspected in the Council Offices (by appointment) and the library.

Acceptance of Office
Standing Orders
Councillors Code of Conduct
Register of Councillors Interests
Report to Annual Parish Meeting

FINANCIAL

The Annual Precept Figure

Pub. In the District Council Leaflet

Annual Budgets in Summary Form
Expenditure against Budget in Summary Form
Payments made to contractors and suppliers
Annual Accounts and supporting information
Financial Regulations
Risk Assessment
VAT Return

Pub monthly in Council leaflet
Pub monthly in Council Minutes
Pub monthly in Council Minutes
Can be inspected at the Council Offices by appointment

PLANNING

Summary lists of planning
Applications
Individual planning applications
And responses
The adopted and draft Local Plan

Displayed on Notice Boards, in the library and on the web site. can be inspected in the Council Offices by appointment.

HEALTH AND SAFETY

Health and Safety Policy
Playground inspections records

Can be inspected in the Council Offices by appointment.

ARCHIVE MATERIAL

Byelaws
Minute Books
Burial cremation registers
Leases and Deeds
Historic maps, photographs etc

Can be inspected in the Council Offices by appointment

EMPLOYMENT

Terms and conditions of
Employment
Job descriptions

can be inspected in the Council Offices by appointment

Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interest)

Personal information relating to employees

Tenders and bids from contractors and suppliers

Note: Data Protection Legislation prohibits the publication of certain categories of information

4. Charging Policy

Information can be inspected, by appointment at the Council Offices free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at the cost of 10p per A4 sheet.

A detailed search of records (for example the Burials Register or the Council Minutes) is subject to a charge of £10 per search