

Model Publication Scheme - Freedom of Information

The following is information available under the model publication scheme:

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only <i>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</i>		
Who's who on the Council and its Committees	Website	N/A
Contact details for Parish Clerk and Council members	Website	N/A
Location of main Council office and accessibility details	The Council does not have a designated office. Information can be freely found on the website on how to contact the Clerk.	N/A
Staffing structure	Not applicable	N/A
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		
Annual return form and report by auditor	Website	N/A
Finalised budget	Website	N/A
Precept	Website	N/A
Borrowing Approval Letter	Not applicable	N/A
Financial Standing Orders and Regulations	Website	N/A
Grants given and received	Website	N/A
List of current contracts awarded and value of contract	Hard copy from Clerk	N/A
Members' allowances and expenses	Not applicable	N/A

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) (hard copy and/or website)		
Parish Plan (current and previous year as a minimum)	Website	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website	N/A
Quality status	Not currently applicable	N/A
Local charters drawn up in accordance with DCLG guidelines	Not currently applicable	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website. Hard copy posted on Village Hall notice boards.	N/A
Agendas of meetings (as above)	Website. Hard copy posted on Village Hall notice boards	N/A
Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Website	N/A
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Website	N/A
Responses to consultation papers	NKDC Website	N/A
Responses to planning applications	NKDC Website	N/A
Bye-laws	Not currently applicable	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural Standing Orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website	N/A
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and Safety policy • Policies and procedures for handling requests for information 	Website	N/A
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	N/A
Information security policy	No policy as yet	N/A
Records management policies (records retention, destruction and archive)	No policy as yet	N/A
Data protection policies	Website	N/A
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Website	N/A
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)	Hard copy from Clerk	N/A
Register of Members' interests	Website	N/A
Register of Gifts and Hospitality	Website	N/A

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		
Seating, litter bins, clocks, memorials and lighting	Parish Clerk	
Bus shelters	Parish Clerk	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	To be completed	

Contact Details: Please contact the Clerk

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 @ X p per sheet (black and white)	Actual cost
	Photocopying @ X p per sheet (colour)	
	Postage	Actual cost of Royal Mail standard 2 nd Class
Statutory Fee		In accordance with the relevant legislation
Other		

WEBSITE: <http://parishes.lincolnshire.gov.uk/Nocton/>

Re-Adopted on Date.....15/10/19

Review of this policy is due : October 2020
