Information available from South Kyme Parish Council under the model publication scheme.

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| **Information to be published** | **How the information can be**  **Obtained** | **Cost** |
| **Class1 - Who we are and what we do**  **(Organisational information, structures, locations and contacts)**    **This will be current information only**    **N.B. Councils should already be publishing as much information as possible about how they can be contacted.** | Website: https://south-kyme.parish.lincolnshire.gov.uk | **free** |
| **Who’s who on the Council and its Committees** | Website | **free** |
| **Contact details for Parish Clerk and Council members (where applicable)** | Website | **free** |
| **Location of main Council office and accessibility details** | Website | **free** |
| **Staffing structure** | N/A |  |

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| **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** | **Website** | **free** |
| **Annual return form and report by auditor** | Website/Notice board/hard copy |  |
| **Finalised budget** | Website | **free** |
| **Precept** | Website | **free** |
| **Borrowing Approval letter** | Hard copy |  |
| **Financial Standing Orders and Regulations** | Website | **free** |
| **Grants given and received** | Hard copy |  |
| **List of current contracts awarded and value of contract** | Hard copy |  |
| **Members’ allowances and expenses** | Hard Copy |  |
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| **Class 3 – What our priorities are and how we are doing**  **(Strategies and plans, performance indicators, audits, inspections and reviews)** | (hard copy or website) |  |
| **Parish Plan (current and previous year as a minimum if applicable)** | N/A |  |
| **Annual Report to Parish Meeting (current and previous year as a minimum)** | Website | **free** |
| **Quality status** | N/A |  |
| **Local charters drawn up in accordance with DCLG guidelines** | N/A |  |

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| **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/Notice board | **free** |
| **Agendas of meetings (as above)** | Website/Notice board | **free** |
| **Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.** | Website | **free** |
| **Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.** | Hard copy |  |
| **Responses to consultation papers** | Hard Copy |  |
| **Responses to planning applications** | District Council Website | **free** |
| **Bye-laws** | N/A |  |
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| **Class 5 – Our policies and procedures**  **(Current written protocols, policies and procedures for delivering our services and responsibilities)**    **Current information only** | (hard copy or website) |  |
| **Policies and procedures for the conduct of council business:**    **Procedural standing orders**  **Committee and sub-committee terms of reference**  **Delegated authority in respect of officers** | Website |  |

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| **Code of Conduct**  **Policy statements** |  |  |
| **Policies and procedures for the provision of services and about the employment of staff:**    **Internal policies relating to the delivery of services**  **Equality and diversity policy**  **Health and safety policy**  **Recruitment policies (including current vacancies)**  **Policies and procedures for handling requests for information**  **Complaints procedures (including those covering requests for information and operating the publication scheme)** | Website/hard copy where applicable    Website/hard copy where applicable |  |
| **Information security policy** | website |  |
| **Records management policies (records retention, destruction and archive)** | website |  |
| **Data protection policies** | website | **free** |
| **Schedule of charges (for the publication of information)** | hardcopy | **free** |
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| **Class 6 – Lists and Registers**  **Currently maintained lists and registers only** | (hard copy or website; some information may only be available by inspection) |  |
| **Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)** |  |  |
| **Assets Register** | Website |  |

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| **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)** | **Hardcopy** |  |
| **Register of members’ interests** | District Council Website |  |
| **Register of gifts and hospitality** | Hard copy |  |
| **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** | (hard copy or website; some information may only be available by inspection) |  |
| **Allotments** | N/A |  |
| **Burial grounds and closed churchyards** | N/A |  |
| **Community centres and village halls** | N/A |  |
| **Parks, playing fields and recreational facilities** | Hard copy |  |
| **Seating, litter bins, clocks, memorials and lighting** | Hard copy |  |
| **Bus shelters** | N/A |  |
| **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:**

South Kyme Parish Council Clerk

Email [skymepcclerk@outlook.com](mailto:skymepcclerk@outlook.com), Web https://south-kyme.parish.lincolnshire.gov.uk/

SCHEDULE OF CHARGES

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| --- | --- | --- |
| **TYPE OF CHARGE** | **DESCRIPTION** | **BASIS OF CHARGE** |
| **Disbursement cost** | Photocopying @ 10p per sheet (black & white) | Actual cost \* |
|  | Photocopying @ 15p per sheet (colour) | Actual cost \* |
|  | Postage | Actual cost of Royal Mail standard 2nd class |
| **Statutory Fee** |  | In accordance with the relevant legislation |

\* the actual cost incurred by the public authority 