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   |   |
|  |    |   |
| **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  |   |
|  |    |   |
| **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**  |
|  |    |   |
| **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, 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