

Information available from Humberston Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	Newsletter/Website	Nil
Who's who on the Council and its Committees	Newsletter/Website	Nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Newsletter/Website	Nil
Location of main Council office and accessibility details	Newsletter	Nil
Staffing structure	Hard copy	50p/sht
<p>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)</p> <p>Current and previous financial year as a minimum</p>	Hard copy	50p/sht
Annual return form and report by auditor	Hard Copy	50p/sht

	Electronic Copy or Website	
Finalised budget	Hard copy Website	50p/sht Nil
Precept	Newsletter/Website	Nil
Borrowing Approval letter	N/a	
Financial Standing Orders and Regulations	Hard copy Website	50p/sht Nil
Grants given and received	Newsletter Website	Nil
List of current contracts awarded and value of contract	Hard copy	50p/sht
Members' allowances and expenses	Hard copy	50p/sht
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Newsletter	Nil
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	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)	Newsletter/Website	Nil
Agendas of meetings (as above)	Newsletter/Website/Notice Boards	Nil
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy Website	50p/sht Nil
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Electronic copy	50p/sht Nil
Responses to consultation papers	Hard copy Electronic	50p/sht Nil
Responses to planning applications	Hard copy Electronic	50p/sht Nil
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 Website	50p/sht Nil
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 Code of Conduct Policy statements	Hard copy Website	50p/sht Nil

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>If applicable, hard copy</p> <p>Electronic if available</p>	<p>50p/sht</p> <p>Nil</p>
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	n/a	
Data protection policies	Hard copy	50p/sht
Schedule of charges (for the publication of information)	Hard copy	50p/sht
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	<p>50 p/sht</p> <p>or Nil</p>
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection	Nil
Assets Register	Hard copy Electronic/website	50p/sht Nil
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)	Inspection	Nil
Register of members' interests	Inspection/Website	Nil
Register of gifts and hospitality	Inspection/Website	Nil

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	Website	
Burial grounds and closed churchyards	Website	
Community centres and village halls	Website/Newsletter	
Parks, playing fields and recreational facilities	Website/Newsletter	
Seating, litter bins, clocks, memorials and lighting	n/a	
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	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

Contact details: K.J. Peers, Parish Clerk (01472)280290 (weekdays 9.00 am to 4.00 pm)

E.mail kathy.parishcouncils@ntlworld.com

Address: Woodberry Lodge, 11 Nicholson Road, Healing, NE Lincs. DN41 7RT

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 @ 50p per sheet (black & white)	Actual cost *
	Photocopying @ 100p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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* the actual cost incurred by the public authority