

# Information available from Fiskerton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 – Who we are and what we do</b> (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 obtained</p>	(hard copy and/or website)	(per sheet)
Who's who on the Council and its Committees	Hard copy – contact Clerk Web site	5p Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy – contact Clerk Web site	5p Free
Location of main Council office and accessibility details	Web site	Free
Staffing Structure	Web site	Free
<p><b>Class 2 – What we spend and how we spend it</b> (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 and/or website)	(per sheet)
Annual return form and report by auditor	Hard copy – contact Clerk	5p
Finalised budget	Hard copy – contact Clerk	5p
Precept	Hard copy – contact Clerk	5p
Borrowing Approval letter	Hard copy – contact Clerk	5p
Financial Standing Orders and Regulations	Hard copy – contact Clerk	5p
Grants given and received	Hard copy – contact Clerk	5p
List of current contracts awarded and value of contract	Hard copy – contact Clerk	5p
Members' allowances and expenses	Hard copy – contact Clerk	5p
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy and/or website)	(per sheet)
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish meeting (current and previous year as a minimum)	Hard copy – contact Clerk Web site	5p Free
Quality Status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy and/or website)	(per sheet)
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy – contact Clerk Web site	5p Free
Agendas of meetings (as above)	Hard copy – contact Clerk Web site	5p Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting)	Hard copy – contact Clerk Web site	5p Free
Reports presented to council meetings –n.b. this will exclude information that is properly regarded as private to the meeting)	Hard copy – contact Clerk	5p
Responses to consultation papers	Hard copy – contact Clerk	5p
Responses to planning applications	Hard copy – contact Clerk	5p
Bye-laws	Hard copy – contact Clerk	5p

<b>Class 5 –Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy and/or website)	(per sheet)
<b>Policies and procedures for the conduct of council business:</b>  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy – contact Clerk Hard copy – contact Clerk n/a Hard copy – contact Clerk Hard copy – contact Clerk	5p 5p  5p 5p
<b>Policies and procedures for the provision of services and about the employment of staff:</b>  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	Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk	5p 5p 5p 5p 5p
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact Clerk	5p
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	Advice – contact Clerk	
Data protection policies	Advice – contact Clerk	
Schedule of charges for the publication of information	Advice – contact Clerk	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some Information may only be available by inspection)	(per sheet)
Any publicly available register or list	Hard copy – contact Clerk	5p
Assets Register	Inspection – contact Clerk	
Disclosure log	Inspection – contact Clerk	
Register of members' interests	Inspection – contact Clerk	
Register of gifts and hospitality	Inspection – contact Clerk	
<b>Class 7 – The services we offer</b> (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	Inspection – contact Clerk	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Hard copy – contact Clerk	5p
Seating, litter bins, clocks, memorials and lighting	Advice – contact Clerk	
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	
<b>Additional Information</b>		

Contact details: Mrs. M.Y. Smithson (Clerk),  
15 St. Clement's Drive,  
Fiskerton,  
LINCOLN, LN3 4HN.  
Home - 01522 752736; Office - 01522 752436

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ 5p per sheet (black and white)	Actual cost
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation
Other		