

Information available from Martin with Kirkstead Parish/Community Council under the model publication scheme – January 2009

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) This will be current information only</p>		
Who's who on the Council and its Committees	Parish Clerk	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Notice Board Website	Nil
Location of main Council office and accessibility details	Witham Bank Farmhouse, Martin Dales, Woodhall Spa Tel: 01526 354947 Limited access – by appointment only	Free
Staffing structure	Parish Clerk only	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	Copies displayed on Notice Board as necessary and also available from Parish Clerk	10p per sheet
Annual return form and report by auditor	As above	“ “
Finalised budget	As above	“ “
Precept	As above	“ “
Borrowing Approval letter	Not applicable	N/A
Financial Standing Orders and Regulations	Parish Clerk	10p per sheet
Grants given and received	Minutes	“ “
List of current contracts awarded and value of contract	Minutes	“ “
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)		
Parish Plan (current and previous year as a minimum)	Not Applicable	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Notice Board and Parish Clerk	10p per sheet
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	None	

Class 4 – How we make decisions		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Displayed on Notice Board	Nil
Agendas of meetings (as above)	Website Parish Clerk	10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Parish Clerk	Nil 10p. per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Minutes Website	Nil
Responses to consultation papers	Minutes Website	Nil
Responses to planning applications	Parish Clerk	10p per sheet
Bye-laws	None	N/A
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: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Parish Clerk None None Parish Clerk	10p per sheet

Policy statements	Parish Clerk	
<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>Parish Clerk/ Notice Board</p> <p>None</p> <p>None</p> <p>None – vacancies advertised on Notice Board</p> <p>Notice Board</p> <p>Direct to Parish Clerk/Councillor as necessary</p>	10p per copy
Information security policy	As per legislation	
Records management policies (records retention, destruction and archive)	As per legislation	
Data protection policies	As per legislation	
Schedule of charges (for the publication of information)	As per this document	
<p>Class 6 – Lists and Registers</p>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy only available for inspection through Parish Clerk	N/A
Assets Register	“ “ “	“ “
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)	“ “ “	“ “

Register of members' interests	“ “ “	“ “
Register of gifts and hospitality	“ “ “	“ “
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		
Allotments	Parish Clerk	10 per copy
Burial grounds and closed churchyards	Parish Clerk Notice Board	“ “
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Held in abeyance presently	
Seating, litter bins, clocks, memorials and lighting	Parish Clerk	N/A
Bus shelters	Not applicable	N/A
Markets	Not applicable	N/A
Public conveniences	Not applicable	N/A
Agency agreements	Not applicable	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Parish Clerk Notice Board	10p per copy
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None at this time		

Contact details:

**Parish Clerk –
Mrs Ann Parkinson
Witham Bank Farmhouse
Martin Dales
LN10 6XU
Tel: 01526 354947
Email: martinclerk@mtcw.co.uk**

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
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Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 00p per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other	None at this time	

* the actual cost incurred by the public authority

Date of this Document: 18 August 2010