

Document History:
Adopted on 11 May 2015
Last Reviewed: 13 May 2019

To be reviewed: Annually

Hemswell Cliff Parish Council

Hemswell Cliff Parish Council Publication Scheme

For the cost of obtaining a hard copy see the schedule of costs on page 4. Obtaining a copy from the website is free.

Information to be published	How to obtain the information
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only.	(hard copy or website)
Who's who on the Council and its Committees	(hard copy or website)
Contact details for Parish Clerk and Council members – including details about the room of requirement	(hard copy or website)
Staffing structure	(hard copy or website)
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)	(hard copy or website)
Annual return form and report by auditor	(hard copy or website)
Finalised budget	(hard copy or website)
Precept	(hard copy or website)
Borrowing Approval letter	(hard copy or website)
Financial Standing Orders and Regulations	(hard copy or website)
Grants given and received	(hard copy or website)
List of current contracts awarded and value of contract	(hard copy or website)
Members' allowances and expenses	(hard copy or website)
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	(hard copy or website)
Annual Report to Parish or Community Meeting	(hard copy or website)

Local charters drawn up in accordance with DCLG guidelines	(hard copy or website)
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 and any committee/sub-committee meetings and parish meetings)	(hard copy or website)
Agendas of meetings (as above)	(hard copy or website)
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	(hard copy or website)
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	(hard copy or website)
Responses to consultation papers	(hard copy or website)
Responses to planning applications	(hard copy or website)
Bye-laws	(hard copy or website)
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 Code of Conduct Policy statements	(hard copy or website)
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures	(hard copy or website)
Information security policy	(hard copy or website)
Records management policies (records retention, destruction and archive)	(hard copy or website)

Data protection policies	(hard copy or website)
Schedule of charges (for the publication of information)	(hard copy or website)
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)	(hard copy or website)
Assets register	(hard copy or website)
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)	(hard copy or website)
Register of members' interests	(hard copy or website)
Register of gifts and hospitality	(hard copy or website)
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)
Parks, playing fields and recreational facilities, seating, litter bins, memorial and bus shelters.	(hard copy or website)
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	(hard copy or website)

Contact details**Hemswell Cliff Parish Council Clerk – Helen Reek****Address:** 135 Middlefield Lane, Gainsborough, DN21 1QR**Website:** hemswellcliffparishcouncil.org.uk**Mobile:** 07999 799895**Email:** clerk@hemswellcliffparishcouncil.org.uk**Schedule of Charges**

This describes how the charges have been arrived at.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying at 5p per sheet (black & white only)	The actual cost incurred by the public authority.
Disbursement cost	2 nd Class Postage	Actual cost of Royal Mail standard 2 nd class for that size and shape of envelope.

On request the Clerk will provide a quote of the disbursement costs. Documentation will be sent out only after the Council receives payment (and it clears) to cover the disbursement costs outlined above.

This document is available free online at: <http://www.hemswellcliffparishcouncil.org.uk/>

In accordance with the Parish Council's Publication Scheme this document can be purchased for 5p per page, plus postage and packaging. To get a quote for a copy of this document please contact the Clerk to the Parish Council.

Hemswell Cliff Parish Council Clerk – Helen Reek**Address:** 135 Middlefield Lane, Gainsborough, DN21 1QR**Website:** hemswellcliffparishcouncil.org.uk**Mobile:** 07999 799895**Email:** clerk@hemswellcliffparishcouncil.org.uk

