WILLINGHAM BY STOW PARISH COUNCIL – PUBLICATION SCHEME

Information to be published	How the information can be obtained
Class1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Website and/or Hard Copy
Who's who on the Council and its Committees	Website/Hard Copy
Contact details for Scothern Parish Council Clerk	Website/Hard Copy
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/ Hard Copy
Annual return form and report by auditor	Website/Hard Copy
Finalised budget	Website/Hard Copy
Precept	Website/Hard Copy
Borrowing Approval letter	Hard Copy (if applicable)
Financial Standing Orders and Regulations	Website/Hard copy
Grants given and received	PC Minutes/Hard Copy
List of current contracts awarded and value of contract	PC Minutes/Hard Copy
Members' allowances and expenses	Website/Hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website and/or Hard Copy
Annual Report to Parish Meeting (current and previous year as a minimum)	Website/Hard copy
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	Website PC Minutes and/or Hard copy
Timetable of meetings (Council, any committee/sub-committee meetings)	Website/Hard Copy
Agendas of meetings (as above)	Website/Hard Copy
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy

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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	These are shown on West Lindsey District Council website.
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	Website/Hard Copy
Policies and procedures for the conduct of council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of Parish Clerk • Code of Conduct • Policy statements	 Website/Hard Copy Website/Hard Copy Website/Hard copy Website/Hard Copy Website/Hard Copy
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 • Complaint procedures (including those covering requests for information and operating the publication scheme)	 Hard Copy Hard Copy Hard Copy Hard Copy Website/Hard Copy Website/Hard Copy
Information security policy	Website/Hard Copy
Records management policies (records retention, destruction and archive)	Website/Hard Copy
Data protection policies	Website/Hard Copy
Schedule of charges (for the publication of information)	Website/Hard Copy
Class 6 – Lists and Registers Currently maintained lists and registers only	Hard copy 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

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Assets Register	Website/Hard copy
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)	N/A
Register of members' interests	The Register is held by West Lindsey District Council and entries for Parish Councillors are shown on the 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 Some information may only be available by Inspection
Allotments	N/A
Burial grounds and closed churchyards	Website/ Hard Copy
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	N/A
Seating, litter bins, memorials and lighting	Hard copy
Bus shelters	Hard copy
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)	Website/ Hard Copy
Any other Additional Information	Upon request by hard copy if available

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £2 per A4 sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Freedom of Information Request	An additional charge may be made if the cost to the Parish Council for retrieval and collation is unreasonable.	