

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

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>hard copy</p> <p>website</p>	<p>Per A4 sheet</p>
Who's who on the Council and its Committees		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
<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) Current and previous financial year</p>	hard copy	
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter (N/A)		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
<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 or website)	
Current targets		
Annual Report to Parish or Community Meeting (current and previous year)		
<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council, any committee meetings and parish meetings)		
Agendas of meetings (as above)		

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
<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 or website)	
Policies and procedures for the conduct of council business:  Procedural standing orders Committees (n/a) Delegated authority in respect of officers (in Standing Orders) Code of Conduct		
Equality and diversity policy Health and safety policy – Risk Assessment policy covers. Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy – data protection		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges )for the publication of information)		
<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)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		
Register of members' interests	SKDC	
Register of gifts and hospitality	SKDC	
<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)	
Seating, litter bins and lighting	SKDC	

Bus shelters		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

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For website information: <https://carlby.parish.lincolnshire.gov.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
<b>Disbursement cost</b>	Photocopying @ 50p per sheet (black & white)	Actual cost *
	Photocopying @ 50p per sheet (colour)	Actual cost
Travelling time	If not available	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Postage	Or as necessary
<b>Other</b>	By email	10p per item sent

\* the actual cost incurred by the public authority