

Information available from Metheringham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Charge
Class 1: Who we are and what we do (Organisational information, structures, locations and contacts. Current Information only)		
Council Contact details	Website /Noticeboard Hard copy – contact Clerk	Free of charge 10p per sheet
Contact details for Parish Clerk and Council members	Website /Noticeboard Hard copy – contact Clerk	Free of charge 10p per sheet
Details showing membership of Committees, Working Groups and Representatives on Outside Bodies	Website /Noticeboard Hard copy – contact Clerk	Free of charge 10p per sheet
Location of main Council office and accessibility details	Website /Noticeboard Hard copy – contact Clerk	Free of charge 10p per sheet
Staffing structure	Website Hard copy – contact Clerk	Free of charge 10p per sheet
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)		
Annual return form and report by auditor	Website/Noticeboard Hard copy – contact Clerk	Free of charge 10p per sheet
Annual Finalised budget in summary form	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Annual Precept Figure	Website Hard copy – contact Clerk	Free of charge 10p per sheet

Financial Regulations (including delegated authority in respect of officers)	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Grants given and received	Hard copy – contact Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p per sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p per sheet
Risk assessments	Hard copy - contact Clerk	10p per sheet
VAT Return	Hard copy - contact Clerk	10p per sheet
Class 3: What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews. Current and previous year as a minimum)		
Mission Statement	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Annual Report	Website Hard copy – contact Clerk	Free of charge £2.00
Quality Status	Hard copy – contact Clerk	10p per sheet
Parish Council future projects	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Class 4: How we make decisions (Decision making processes and records of decisions. Current and previous Council year as a minimum)		
Timetable of meetings (Council, committee and annual village meetings)	Website/ Noticeboard Hard copy – contact Clerk	Free of charge 10p per sheet
Agendas of meetings Council, committee and annual village meetings	Website/Noticeboard Hard copy – contact Clerk	Free of charge 10p per sheet
Minutes of meetings (excluding information that is properly regarded as private to the meeting) Council, committee and annual village meetings	Website Library and Info-Links Hard copy – contact Clerk	Free of charge Free of charge 10p per sheet
Reports presented to council meetings (excluding information that is properly regarded as private to the meeting)	Hard copy – contact Clerk	10p per sheet

Responses to consultation papers	Hard copy – contact Clerk	10p per sheet
Responses to planning applications	Hard copy – contact Clerk	10p per sheet
Class 5: Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only)		
<i>(i) Policies and procedures for the conduct of council business:</i>		
Standing orders (including delegated authority in respect of officers)	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Members Code of Conduct	Website Hard copy – contact Clerk	Free of charge 10 p per sheet
Filling of Casual Vacancy	Website/Noticeboard Hard copy – contact Clerk	Free of charge 10 p per sheet
<i>(ii) Policies and procedures for the provision of services and about the employment of staff:</i>		
Equal Opportunities policy Disciplinary procedure Grievance procedure Complaints procedure Risk Assessment General Procedure and Report Freedom of Information policy Dignity at Work/Bullying and Harassment policy Health & Safety Policy	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Records management policies (records retention, destruction and archive)	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Data protection policy	Website Hard copy – contact Clerk	Free of charge 10p per sheet
CCTV policy	Under review	
Class 6: Lists and Registers (Currently maintained lists and registers only)		

Any publicly available register or list	Hard copy – contact Clerk	10p per sheet
Assets Register	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Disclosure log (indicating the information that has been provided in response to requests)	Hard copy – contact Clerk	10p per sheet
Register of members' interests	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Register of gifts and hospitality	Hard copy – contact Clerk	10p per sheet
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	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Village hall and Pavilion/Changing Rooms	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Street Furniture (Seating, litter bins, dog bins, notice boards)	Website Hard copy – contact Clerk	Free of charge 10p per sheet
War Memorial	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Lighting	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Bus shelter	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Meeting Shelter	Website Hard copy – contact Clerk	Free of charge 10p per sheet
Public conveniences	Website Hard copy – contact Clerk	Free of charge 10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees	Website Hard copy – contact Clerk	Free of charge 10p per sheet

Additional Information		
<p>Contact Details:</p> <p>Ms S N Wetherall – Clerk to the Council, PO Box 1055, Metherringham, LINCOLN, LN4 3WW, ☎ 0800 6343307, ✉ clerk@metheringham.org.uk</p> <p>Members of the public wishing to inspect information are requested to telephone the Clerk to ensure that the information they require is available. The Parish Council can be contacted on 0800 6343307 or clerk@metheringham.org.uk.</p>		

3. Exempt Material

Data protection legislation prohibits the publication of certain categories of information:

- Personal information relating to Councillors (other than required to be declared in the Register of Interests).
- Personal information relating to employees.
- Tenders and bids from contractors and suppliers.

4. Schedule of Charges

Type of Charge	Description	Basis of Charge
Staff costs	A detailed search of records not readily available will incur a minimum charge of £10.00. This search will be subject to charges proportional to the time involved.	Staff time
Disbursement cost	Photocopying @ 10p per sheet A4 (black & white)	Charge for materials, copy charge and staff time

	Photocopying @ 20p per sheet A4 (colour)	Charge for materials, copy charge and staff time
	Postage	Actual cost of Royal Mail Standard 2 nd Class Postage

5. Review of Policy

This policy was approved by Metherringham Parish Council at its meeting on 27th January 2009 and will be reviewed periodically.