



DEEPING ST JAMES PARISH COUNCIL

The Institute, 38 Church Street, Deeping St James, Peterborough PE6 8HD

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Parish Clerk: Julie Fortnum

Information available from Deeping St James Parish Council under the publication scheme

(Deeping St James Parish Council acknowledges the duty placed upon it by the Freedom of Information Act 2000 to adopt and maintain a publication scheme and has resolved to adopt the National Association of Local Councils model publication scheme)

Information to be published	How the information can be obtained
Class1 - Who we are and what we do: (organisational information, structures location and contacts)	
Who's who on the Council and its Committees:	Website Hard copy – contact the Parish Clerk
Contact details for the Parish Clerk and Council members	Website Hard copy – contact the Parish Clerk
Location of the main council office and accessibility details	Website
Staffing structure	Hard copy – contact the Parish Clerk
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)	
Annual return form and report by auditor	Website Hard copy – contact the Parish Clerk
Finalised budget	Website Hard copy – contact the Parish Clerk
Precept	Website Hard copy – contact the Parish Clerk

Borrowing Approval letter	N/A
Standing Orders and Financial Regulations	Website Hard copy – contact the Parish Clerk
Grants given and received	Hard copy – contact the Parish Clerk
List of current contracts awarded and value of contract	Hard copy – contact the Parish Clerk
Members' allowances and expenses	Hard copy – contact the Parish Clerk
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)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact the Parish Clerk
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)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact the Parish Clerk
Agendas of meetings	Website Hard copy – contact the Parish Clerk
Minutes of meetings excluding information that is properly regarded as private to the meeting.	Website Hard copy – contact the Parish Clerk
Reports presented to council meetings excluding information that is properly regarded as private to the meeting.	Hard copy – contact the Parish Clerk
Responses to consultation papers	Hard copy – contact the Parish Clerk
Responses to planning applications	Website Hard copy – contact the Parish Clerk
Bye-laws	N/A

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
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	Website Hard copy – contact the Parish Clerk
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – contact the Parish Clerk
Information security policy	Website Hard copy – contact the Parish Clerk
Records management policies (records retention, destruction and archive)	Website Hard copy – contact the Parish Clerk
Data protection policies	Website Hard copy – contact the Parish Clerk
Schedule of charges (for the publication of information)	Website Hard copy – contact the Parish Clerk
Class 6 – Lists and Registers (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)	N/A
Asset Register	Website Hard copy – contact the Parish Clerk

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 – contact the Parish Clerk
Register of members' interests	Website Hard copy – contact the Parish Clerk
Register of gifts and hospitality	Hard copy – contact the Parish Clerk
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Allotments	Website Hard copy – contact the Parish Clerk
Burial grounds	Website Hard copy – contact the Parish Clerk
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	Website Hard copy – contact the Parish Clerk
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact the Parish Clerk
Bus shelters	Hard copy – contact the Parish Clerk
Markets	N/A
Public conveniences	N/A
Agency agreements	Hard copy – contact the Parish Clerk
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees & allotment rents)	Hard copy – contact the Parish Clerk

Please note that the office is open to members of the public between 10am and 12pm Monday to Friday or alternatively telephone 01778 343266 or email clerk.dsipc@btconnect.com to make an appointment. The office is situated at the top of a flight of stairs however if accessibility is an issue arrangements can be made to meet in the ground floor room of The Institute building.