PUBLICATION SCHEME - SILK WILLOUGHBY PARISH COUNCIL

Class 1— Who we are and what we do. (organisational information, structures, locations and contacts) This will be current information only Contact details for 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, Current and previous financial year as a minimum Annual return form and report by auditor Finalised Budget Precept Website/Hard Copy Website/Hard Copy Website/Hard Copy Financial Standing Orders and Regulations Website/Hard Copy	Information to be published	How the information can be obtained
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services.	ı.	Hard Co	• •	
Equality and Diversity		Hard Co	• •	
Health and Safety poli		Hard Co		
 Recruitment policies vacancies) 	(including current	Tialu CC	уру	
 Policies and proced 	dures for handling			
requests for information		Website	/Hard Copy	
 Complaint procedure 	s (including those			
covering requests for	or information and	\A/ I ''	"	
operating the publicati	on scheme)	Website	/Hard Copy	
Information Security policy		Website	/Hard Copy	
Records management policie	s (records retention,	Website	/Hard Copy	
destruction and archive)				
Data Protection policies		Website/Hard Copy		
	dule of charges (for the publication of		/Hard Copy	
information)				
Class 6 - Lists and Register		Hard Copy		
Currently maintained lists and	registers only	Some information may only be		
		available by inspection.		
Any publicly available register	` •	Hard Copy		
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•	ircumstances existing across provisions will			
suffice).		Hand Cana		
Assets Register		Hard Copy		
Register of members' interests		The Register is held by North Kesteven District Council and entries		
		for Parish Councillors are shown on		
		the website.		
Class 7 – The services we o	ffer	Hard Copy.		
(Information about the services we offer. Current		Some information may only be		
information only.	oo wo onor. Ourront	available by Inspection.		
Village Halls			e/Hard Copy	
Any other Additional information			Upon request by hard copy if	
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Disbursement cost	Photocopying at 10p	•	Actual cost	
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	Postage		Actual cost of Royal Mail standard 2 nd class	
Freedom of Information	An additional charge may be			
Request	made if the cost to the			
	Parish Council for re	trieval		
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	unreasonable.			