

PUBLICATION SCHEME – SILK WILLOUGHBY PARISH COUNCIL

Information to be published	How the information can be obtained
Class 1– Who we are and what we do. (organisational information, structures, locations and contacts) This will be current information only	Website and/or Hard Copy
Contact details for Parish 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	Website/Hard Copy
Financial Standing Orders and Regulations	Website/Hard Copy
Grants given and received	Website/Hard Copy
List of current contracts awarded and value	Website/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/Hard Copy
Annual Report to Parish Meeting (Current and previous year as a minimum)	Website/Hard Copy
Class 4 – How we make decisions. (decisions making processes and records of decisions) Current and previous council year as a minimum	Website/Hard Copy
Timetable of meetings	Website/Hard Copy
Agendas of meetings	Website/Hard Copy
Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting)	Website/Hard Copy
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 North Kesteven District Council website
Class 5 – Our policies and procedures (Current written protocols, polices and procedures for delivering our services and responsibilities) Current Information only	Website/Hard Copy
Policies and procedures for the conduct of council business <ul style="list-style-type: none"> • Procedural standing orders • Delegated authority in respect of Clerk • Code of Conduct • Policy statements 	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 <ul style="list-style-type: none"> • Internal polices 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 across provisions will suffice).		Hard Copy
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 offer. (Information about the services we offer. Current information only.		Hard Copy. Some information may only be available by Inspection.
Village Halls		Website/Hard Copy
Any other Additional information		Upon request by hard copy if available.
Disbursement cost	Photocopying at 10p per A4 sheet(black and white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Freedom of Information Request	An additional charge may be made if the cost to the Parish Council for retrieval and collation is unreasonable.	