

Publication Scheme

General Information:

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| Authority: | Carlton Scroop and Normanton on Cliffe Parish Council |
| Responsible Officer: | Jackie Britten-Crooks- Clerk & RFO |
| Council Members: | 8 Members |
| Website Address: | https://carlton-scroop.parish.lincolnshire.gov.uk/ |

Class 1 – Who we are and what we do

(Organisational information, structures, locations and contacts)

| Information to be published (This will be current information only) | How the information can be obtained |
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| Who's on the Council and its Committees | Parish Council Website |

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| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and e-mail address if used) | Parish Council Website |
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| <p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> | |
| Information to be published | How the information can be obtained |
| Current and previous financial year | Parish Council Website |
| Annual return form and report by auditor | Parish Council Website |
| Finalised budget | Parish Council Website (minutes of relevant Parish Council meeting) |
| Precept | Parish Council Website (minutes of relevant Parish Council meeting) |

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| Financial Standing Orders and Regulations | Parish Council Website |
| Grants given and received | Parish Council Website (minutes of relevant Parish Council meeting) |
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| <p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> | |
| Information to be published | How the information can be obtained |
| Annual Report to Parish Meeting (current and previous year) | Parish Council Website |
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| <p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> | |
| Information to be published | How the information can be obtained |

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| <p>Timetable of meetings (Council, committee/sub-committee meetings and Parish meetings)</p> | <p>Parish Council Website</p> |
| <p>Agendas of meetings (as above)</p> | <p>Parish Council Website and posted on Parish Council Notice Boards.</p> |
| <p>Minutes of meetings (as above)</p> <p>(N.B. This will exclude information that is properly regarded as private to the meeting)</p> | <p>Parish Council Website</p> |
| <p>Reports presented to Council meetings (N.B. This will exclude information that is properly regarded as private to the meeting)</p> | <p>Hard or electronic copy from Parish Clerk</p> |
| <p>Responses to consultation papers</p> | <p>Hard or electronic copy from Parish Clerk</p> |
| <p>Responses to planning applications</p> | <p>Hard or electronic copy from Parish Clerk</p> |
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Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only

| Information to be published | How the information can be obtained |
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| Policies and procedures for the conduct of council business: | Parish Council Website |
| Procedural standing orders | Parish Council Website |
| Committee and sub-committee terms of reference | Parish Council Website |
| Code of conduct | Parish Council Website |
| Policy statements | Parish Council Website |

Class 6 – Lists and Registers

Currently maintained lists and registers only

| Information to be published | How the information can be obtained |
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| Assets Register | Hard or electronic copy from Parish Clerk |
| Register of members' interests | South Kesteven District Council |
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| <p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | |
| Information to be published | |
| Burial grounds and closed churchyards | |
| Community centres and village halls | |
| Parks, playing fields and recreational facilities | |

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| Seating, litter bins, clocks, memorials and lighting | |
| Bus shelters | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | |

Exempt Material:

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

(Note: Data Protection Legislation prohibits the publication of certain categories of information)

Charging Policy: Information can be inspected, by appointment, free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at the cost of 15p per single sided A4 sheet.

A detailed search of records (for example the Council Minutes or archive material) is subject to a charge of £15 per search plus the relevant photocopying charges.

Any photocopies sent by post will be subject to the actual cost of postage and packaging.

Note 1: Any information which is available on the Parish Council's website is also available from the Parish Clerk subject to the charges set out above for printed copies.

Note 2: Under Data Protection Legislation, the Council is required to review regularly the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Parish Clerk to ensure that the information they require is still available.

Contacts:

Parish Clerk clerk@carltonscroopnormanton-pc.gov.uk