

[Document C]

Information available from *Kirkby Ireleth Parish Council* under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website & Parish Calendar	
Location of main Council office and accessibility details	n/a	
Staffing structure	n/a	
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	Parish Clerk	£1.50
Finalised budget	Parish Clerk	
Precept	Parish Clerk	
Borrowing Approval letter	n/a	

Financial Standing Orders and Regulations	Councillors & Parish Clerk	
Grants given and received	Parish Clerk	
List of current contracts awarded and value of contract	n/a	
Members' allowances and expenses	n/a	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website & Parish Clerk	£3.00
Annual Report to Parish Meeting	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)	Parish Calendar & Parish Clerk	
Agendas of meetings (as above)	As displayed on notice board	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website & displayed on notice board	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Clerk	
Responses to consultation papers	Parish Clerk	
Responses to planning applications	Parish Clerk	
Bye-laws	n/a	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Councillors & Parish Clerk</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<p>n/a n/a n/a n/a Parish Clerk Parish Clerk</p>	
<p>Information security policy</p>	<p>tbd</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>tbd</p>	
<p>Data protection policies</p>	<p>tbd</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>n/a</p>	

Class 6 – Lists and Registers	<u>INSPECTION ONLY</u>	
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)	Parish Clerk	
Assets Register	tbd	
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)	n/a	
Register of members' interests	Parish Clerk	
Register of gifts and hospitality	None current	
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	Except where indicated, the following available services are not owned or operated by the Parish Council	
Allotments	n/a	
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting	Parish Clerk	
Bus shelters	Parish Clerk	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee,	n/a	

Additional Information		

Contact details:

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