

Information Available From Stickney Parish Council Under The 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) This will be current information only (N.B. Councils should already be publishing as much information as possible about how they can be contacted.)	Website	Free
Who's who on the Council and its Committees	Website (part magazine) Hard copy (2 sides)	Free *£0.60
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website and magazine Hard copy (2 sides)	Free *£0.60
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	Website Hard copy (4 sides)	Free *£1.20

Finalised budget including precept	Website Hard copy (2 side)	Free *£0.60
Financial Standing Orders and Regulations	Website Hard copy (per 2 sides)	Free *£0.60
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy (2 sides)	Free *£0.60
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website Hard copy (up to 2 sides)	Free *£0.60

Minutes of meetings (as above) – NB: this will exclude information that is properly regarded as private to the meeting.	Website Hard copy (up to 5 sides)	Free *£1.50
Reports presented to council meetings – NB: this will exclude information that is properly regarded as private to the meeting.	Website	Free
Responses to consultation papers	Website	Free
Responses to planning applications	ELDC Website	Free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
<i>Policies and procedures for the conduct of council business:</i>		
Procedural standing orders	Website	Free
Code of Conduct	Website	Free
<i>Policies and procedures for the provision of services and about the employment of staff:</i>		

Equality and diversity policy	Website	Free
Health and safety policy	Not yet available	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website	Free
Schedule of charges (for the publication of information)	Website	Free
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)	To view only, by request	Free
Assets Register	Website Hard copy (1 side)	Free *£0.30
Register of members' interests	Website (ELDC & Parish)	Free
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		

Burial grounds and closed churchyards	To view only, by request	Free
Parks, playing fields and recreational facilities	To view only, by request	Free
Seating, litter bins, clocks, memorials and lighting	To view only, by request	
Bus shelters	To view only, by request	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy (1 sheet)	Free *£0.30
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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Boston
PE22 9DL

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SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 30p per side (black & white)	Actual cost **
	Postage	Actual cost of Royal Mail standard 2 nd class
	Packaging	Make postage up to £1.50 (includes time and travel

**The actual cost incurred by the public authority

*Plus postage and packaging