

## Information Available From Eastville, Midville & New Leake Group Parish Council under The Publication Scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Notice Boards Hard copy (2 sides)	Free 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 Notice Board Hard copy (2 sides)	Free *£0.60
<p><b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Website, Notice Boards Hard copy (4 sides)	Free *£1.20
Finalised budget including precept	Website Hard copy (1side)	Free *£0.30
Financial Standing Orders and Regulations	Website Hard copy (7 sides)	Free *£2.10
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy (2 sides)	Free *£0.60
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
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.		
Responses to consultation papers		
Responses to planning applications	ELDC Website	Free
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)	
<b><i>Policies and procedures for the conduct of council business:</i></b>		
Procedural standing orders	Website	Free
Code of Conduct	Website	Free
<b><i>Policies and procedures for the provision of services and about the employment of staff:</i></b>		
Equality and diversity policy	Website	
Health and safety policy	Not yet available	

Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy (2 sides)	Free *£0.60
Schedule of charges (for the publication of information)	Website	Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; 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 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, LCC & Parish)	Free
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
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)	N/A	
Farm allotments	To view only by request	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

## Contact details:

**Clerk:** Mrs E L Arnold  
Crookes Cottage  
Wrangle Bank  
Boston  
PE22 9DL

Tel: 01205 270352

## **SCHEDULE OF CHARGES**

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

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

\*\*The actual cost charged by the public authority

\*Plus postage and packaging