# Information available from Fulbeck 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**<br>**(Organisational information, structures, locations and contacts)**<br><br>**This will be current information only**<br><br>**N.B. Councils should already be publishing as much information as possible about how they can be contacted.** | Website:<br>https://fulbeck.parish.lincolnshire.gov.uk | **free** |
| **Who's who on the Council and its Committees** | Website | **free** |
| **Contact details for Parish Clerk and Council members (where applicable)** | Website | **free** |
| **Location of main Council office and accessibility details** | Website | **free** |
| **Staffing structure** | N/A | |
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| **Class 2 – What we spend and how we spend it**<br>**(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)**<br><br>**Current and previous financial year as a minimum** | **Website** | **free** |
| **Annual return form and report by auditor** | Website/Notice board/hard copy | |
| **Finalised budget** | Website | **free** |
| **Precept** | Website | **free** |
| **Borrowing Approval letter** | Hard copy | |
| **Financial Standing Orders and Regulations** | Website | **free** |
| **Grants given and received** | Hard copy | |
| **List of current contracts awarded and value of contract** | Hard copy | |

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| **Members' allowances and expenses** | Hard Copy | |
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| **Class 3 – What our priorities are and how we are doing**<br>**(Strategies and plans, performance indicators, audits, inspections and reviews)** | (hard copy or website) | |
| **Parish Plan (current and previous year as a minimum if applicable)** | N/A | |
| **Annual Report to Parish Meeting (current and previous year as a minimum)** | Website | **free** |
| **Quality status** | N/A | |
| **Local charters drawn up in accordance with DCLG guidelines** | N/A | |
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## Class 4 – How we make decisions

**(hard copy or website)**

**(Decision making processes and records of decisions)**

**Current and previous council year as a minimum**

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| **Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)** | Website/Notice board | **free** |
| **Agendas of meetings (as above)** | Website/Notice board | **free** |
| **Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.** | Website | **free** |
| **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** | District Council Website | **free** |
| **Bye-laws** | N/A | |
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| **Class 5 – Our policies and procedures**<br>**(Current written protocols, policies and procedures for delivering our services and responsibilities)**<br><br>**Current information only** | (hard copy or website) | |
| **Policies and procedures for the conduct of council business:**<br><br>**Procedural standing orders**<br>**Committee and sub-committee terms of reference**<br>**Delegated authority in respect of officers**<br><br>**Code of Conduct**<br>**Policy statements** | Website | |
| **Policies and procedures for the provision of services and about the employment of staff:**<br><br>**Internal policies relating to the delivery of services**<br>**Equality and diversity policy**<br>**Health and safety policy**<br>**Recruitment policies (including current vacancies)**<br>**Policies and procedures for handling requests for information**<br>**Complaints procedures (including those covering requests for information and operating the publication scheme)** | Website/hard copy where applicable<br><br>Website/hard copy where applicable | |
| **Information security policy** | N/A | |
| **Records management policies (records retention, destruction and archive)** | website | |
| **Data protection policies** | website | **free** |
| **Schedule of charges (for the publication of information)** | hardcopy | **free** |
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| **Class 6 – Lists and Registers**<br>**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)** | | |
| **Assets Register** | Website | |

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| **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)** | **Hardcopy** | |
| **Register of members' interests** | District Council Website | |
| **Register of gifts and hospitality** | Hard copy | |
| **Class 7 – The services we offer**<br>**(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)**<br>**Current information only** | (hard copy or website; some information may only be available by inspection) | |
| **Allotments** | N/A | |
| **Burial grounds and closed churchyards** | N/A | |
| **Community centres and village halls** | N/A | |
| **Parks, playing fields and recreational facilities** | Hard copy | |
| **Seating, litter bins, clocks, memorials and lighting** | (See Asset List) | |
| **Bus shelters** | (See Asset List) | |
| **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, together with those fees (e.g. burial fees)** | N/A | |

## Contact details:

Fulbeck Parish Council, Dermot Daly – Clerk/RFO, c/o Fulbeck Village Hall, Lincoln Road, Fulbeck, NG32 3JW,
Email: clerk@fulbeck-pc.org.uk, Web: https://fulbeck.parish.lincolnshire.gov.uk

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|---|---|---|
| **Disbursement cost** | Photocopying @ 20p per printed side of A4 (black & white) | Actual cost * |
| | Photocopying @ 25p per printed side of A4 (colour) | Actual cost * |
| | Postage | Actual cost of Royal Mail standard 2nd class |
| **Statutory Fee** | | In accordance with the relevant legislation |

* the actual cost incurred by the public authority