

Information available from Welton-by-Lincoln Parish Council under the model publication scheme

The Freedom of Information Act 2000 requires a local authority to prepare a publication scheme detailing the information available from your local council. Anyone wishing to view or have copies of the documents listed below should contact: The Clerk to the Council at The Parish Office, 7 Lincoln Road, Welton LN2 3HZ, Tel: 01673 860336.

e-mail: clerk@welton-by-lincoln-pc.gov.uk or visit our website www.welton-by-lincoln-pc.gov.uk. A charge will be made for provision of hard copies of any of the listed information as follows: staff services, pro rata at £10.00 per hour and 10p per copy for each A4 sheet printed, and postage charges (if applicable). Information may also be inspected at the Parish Council premises, by prior appointment.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Displayed on Parish Office door and available on the website
Contact details for Parish Clerk and Council members	Displayed on Parish Office door and available on the website
Location of main Council office and accessibility details	Hard copy and available on the website
Staffing structure	Available on the website
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	Hard copy
Annual return form and report by auditor	Hard copy
Finalised budget	Hard copy
Precept	Hard copy
Borrowing Approval letter	Hard copy
Financial Standing Orders and Regulations	Available on the website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' allowances and expenses	Hard copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	Hard copy and available on the website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy and available on the website
Quality status	Currently not applicable
Local charters drawn up in accordance with DCLG guidelines	Currently not applicable

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and available on the website
Agendas of meetings (as above)	Notice Board and available on the website
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Hard copy and available on the website
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Included in minutes of meetings
Responses to consultation papers	Hard copy/Included in minutes of meetings
Responses to planning applications	Hard copy/Included in minutes of meetings
Bye-laws	Hard copy
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</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>	Hard copy
<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>	Hard copy
Information security policy	Hard copy
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Hard copy
Schedule of charges (for the publication of information)	Notice Board/Hard copy

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)	Hard copy and available on the website (some information may only be available by inspection)
Assets Register	Hard copy
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)	Hard copy
Register of members' interests	WLDC & PC Website/Hard copy
Register of gifts and hospitality	Hard copy
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	
Allotments	Hard copy
Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Hard copy and available on the website
Seating, litter bins, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable
Additional Information	
None	

Contact details:

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Charges:

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10p per copy for each A4 (black & white) sheet printed

Postage charges (if applicable) at the current 2nd Class Postage rates

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