

## Information available from Kirkby La Thorpe Parish Council under the model 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>	Website: <a href="https://kirkby-la-thorpe.parish.lincolnshire.gov.uk">https://kirkby-la-thorpe.parish.lincolnshire.gov.uk</a>	free
<b>Who's who on the Council and its Committees</b>	Website	free
<b>Contact details for Parish Clerk and Council members (where applicable)</b>	Website	free
<b>Location of main Council office and accessibility details</b>	Website	free
<b>Staffing structure</b>	N/A	
<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>Current and previous financial year as a minimum</p>	Website	free
<b>Annual return form and report by auditor</b>	Website/Notice board/hard copy	
<b>Finalised budget</b>	Website	free
<b>Precept</b>	Website	free
<b>Borrowing Approval letter</b>	Hard copy	
<b>Financial Standing Orders and Regulations</b>	Website	free
<b>Grants given and received</b>	Hard copy	

List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Hard Copy	
<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)	
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	

**Class 4 – How we make decisions**  
(Decision making processes and records of decisions)

(hard copy or website)

Current and previous council year as a minimum

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	

<p><b>Class 5 – Our policies and procedures</b>  <b>(Current written protocols, policies and procedures for delivering our services and responsibilities)</b></p> <p><b>Current information only</b></p>	(hard copy or website)	
<p><b>Policies and procedures for the conduct of council business:</b></p> <p><b>Procedural standing orders</b>  <b>Committee and sub-committee terms of reference</b>  <b>Delegated authority in respect of officers</b></p>	Website	
<p><b>Code of Conduct</b>  <b>Policy statements</b></p>		
<p><b>Policies and procedures for the provision of services and about the employment of staff:</b></p> <p><b>Internal policies relating to the delivery of services</b>  <b>Equality and diversity policy</b>  <b>Health and safety policy</b>  <b>Recruitment policies (including current vacancies)</b>  <b>Policies and procedures for handling requests for information</b>  <b>Complaints procedures (including those covering requests for information and operating the publication scheme)</b></p>	<p>Website/hard copy where applicable</p> <p>Website/hard copy where applicable</p>	
<p><b>Information security policy</b></p>	N/A	
<p><b>Records management policies (records retention, destruction and archive)</b></p>	website	
<p><b>Data protection policies</b></p>	website	<b>free</b>
<p><b>Schedule of charges (for the publication of information)</b></p>	hardcopy	<b>free</b>

<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)		
Assets Register	Website	
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)	<b>Hardcopy</b>	
Register of members' interests	District Council Website	
Register of gifts and hospitality	Hard copy	
<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)	
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	Hard copy	
Bus shelters	N/A	
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:

Kirkby La Thorpe Parish Council, Dermot Daly – Clerk/RFO, The Green, 26 Devon Lane, Bottesford, NG13 0BZ,  
Tel.: 07778351935, Email [clerk.kltpc@gmail.com](mailto:clerk.kltpc@gmail.com), Web <https://kirkby-la-thorpe.parish.lincolnshire.gov.uk/>

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 15p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the public authority