

# LEWKNOR PARISH COUNCIL

www.lewknorparishcouncil.gov.uk

## Information available from Lewknor PC under the Model Publication Scheme of 1 January 2009 (updated May 2021)

Information to be published	How to obtain the information	Cost (electronic copies: free)
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
<del>Who's who on the Council and its Committees</del>		
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Published on the parish council website and periodically in <i>Grapevine</i> , available as hard copy via Clerk	10p per sheet for hard copy
Location of main Council office and accessibility details		
<del>Staffing structure.</del> Not applicable – no staff beyond part-time Clerk/RFO		

<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) Current and previous financial year as a minimum		
Annual Return form and report by auditor	Published on parish noticeboards and parish council website, available as hard copy via Clerk	10p per sheet
Finalised budget	Published on the parish council website and available as hard copy via Clerk	10p per sheet
Financial Standing Orders and Regulations		
Precept	Published in booklet accompanying individual SODC Council Tax demands and published on the Parish website	
Borrowing Approval letter	Available as hard copy via Clerk (if/when relevant)	10p per sheet
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		

### Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

<del>Parish Plan (current and previous year as a minimum)</del> Not applicable - LPC has no 'Plan'		
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Annual Report to Parish Meeting (current and previous year as a minimum)	Published on parish council website and available as hard copy via Clerk	10p per sheet
<del>Quality status. Not applicable - LPC has no recognised status</del>		
<del>Local charters drawn up in accordance with DCLG guidelines. Not applicable – no charters</del>		

<b>Class 4 – How we make decisions</b> (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)	Published on the parish council website and in <i>Grapevine</i>	10p per sheet
Agendas of meetings (as above)	Published on parish noticeboards and parish council website and available as a hard copy via Clerk	10p per sheet
Minutes of meetings (as above) – NB excluding information that is properly regarded as private to the meeting.	Published on the parish council website and available as hard copy via Clerk	10p per sheet
Reports presented to council meetings – NB excluding information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
<del>Bye laws. None current.</del>		

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders <del>Committee and sub-committee terms of reference. None – not applicable</del> Delegated authority in respect of officers Code of Conduct Policy statements	Published on the parish council website and available as hard copy via Clerk	10p per sheet

Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> </ul>	Published on the parish council website and available as hard copy via Clerk	10p per sheet
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<ul style="list-style-type: none"> <li>Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>		
Information security policy	Published on the parish council website and available as hard copy via Clerk	10p per sheet
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges) for the publication of information)		

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only. NB 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	Published on the parish council website and available as hard copy via Clerk	10p per sheet
Register of members' interests		
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)	Available as hard copy via Clerk (where extant)	10p per sheet
Register of gifts and hospitality		

<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		
<del>Allotments</del>		
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		
<del>Parks, playing fields and recreational facilities</del>		
<del>Seating, litter bins, clocks, memorials and lighting</del>		
Bus shelters (one only – it exists and is maintained – no other relevant information)		
<del>Public conveniences</del>		
<del>Agency agreements</del>		
<del>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</del>		

<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
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**Contact details:** See Class 1 above.

**Schedule of Charges:** Information should be available at minimum cost to the public. The charges are made on the basis of cost recovery. If postage is involved this will be in addition to the sheet charge and will be at the current Royal Mail standard 2nd Class rate plus cost of envelope.