



**Policy 06: Information available from Kirton in Lindsey Town Council
under the model publication scheme - Reviewed and Adopted May 2023 (v.20231)**

(FC 2305/12)

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do <i>(Organisational information, structures, locations and contacts)</i> <i>This will be current information only</i>		
Who's who on the Council and its Committees	Hard copy Website/email	20p per sheet Free
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy Website/email	20p per sheet Free
Location of main Council office and accessibility details	Hard copy Website/email	20p per sheet Free
Staffing structure	Hard Copy Email	20p per sheet Free
Class 2 – What we spend and how we spend it <i>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</i>		
Annual return form and report by auditor	Hard copy Website/email	20p per sheet Free

Finalised budget	Hard copy Website/email	20p per sheet Free
Precept	Hard copy Website/email	20p per sheet Free
Borrowing Approval letter	N/A	N/A
Standing Orders and Financial Regulations	Hard copy Website/email	20p per sheet Free
Grants given and received	Hard copy Website/email	20p per sheet Free
List of current contracts awarded and value of contract	Hard copy Email	20p per sheet Free
Members' allowances and expenses	Hard copy Email	20p per sheet Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Community Led Plan	N/A	N/A
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy Website/Email	20p per sheet Free
Quality status	Hard copy Website/Email	20p per sheet Free
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A

Class 4 – How we make decisions <i>(Decision making processes and records of decisions)</i> <i>Current and previous council year as a minimum</i>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Website/Email	20p per sheet Free
Agendas of meetings (as above)	Hard copy Website/Email	20p per sheet Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Website/Email	20p per sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy Email	20p per sheet Free
Responses to consultation papers	Hard copy Email	20p per sheet Free
Responses to planning applications	Hard copy Website/Email	20p per sheet Free
Bye-laws	N/A	N/A

<p>Class 5 – Our policies and procedures <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i></p> <p>Current information only</p>		
<p><i>Policies and procedures for the conduct of council business:</i></p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Hard copy Email</p>	<p>20p per sheet Free</p>
<p><i>Policies and procedures for the provision of services and about the employment of staff:</i></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>	<p>Hard copy Email</p>	<p>20p per sheet Free</p>
<p>Information security policy</p>	<p>Hard copy Email</p>	<p>20p per sheet Free</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy Email</p>	<p>20p per sheet Free</p>

Data protection policies	Hard copy Email	20p per sheet Free
Schedule of charges (for the publication of information)	Hard copy Email	20p per sheet Free
Class 6 – Lists and Registers <i>Currently maintained lists and registers only</i>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Via Website	Free
Assets Register	Hard copy Email	20p per sheet Free
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)	N/A	N/A
Register of members' interests	Via Website	Free
Register of gifts and hospitality	Website	Free
Class 7 – The services we offer <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i> <i>Current information only</i>		
Allotments	N/A	N/A
Burial grounds and closed churchyards	Hard copy Email	20p per sheet Free
Community centres and village halls	N/A	N/A

Parks, playing fields and recreational facilities	Hard copy Email	20p per sheet Free
Seating, litter bins, clocks, memorials and lighting	Hard copy Email	20p per sheet Free
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy Email	20p per sheet Free
Additional Information <i>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</i>	N/A	N/A

Contact details:

Town Clerk, Town Council Office,
 Diamond Jubilee Town Hall, High Street,
 Kirton in Lindsey,
 North Lincolnshire,
 DN21 4LZ

enquiries@kirtoninlindseytowncouncil.gov.uk

01652 648978

07518 284173

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Officer Time	£20 per hour

** the actual cost incurred by the public authority*