

SOUTH KELSEY AND MOORTOWN PARISH COUNCIL

FREEDOM OF INFORMATION PUBLICATION SCHEME

Date policy approved and adopted: 4 March 2024

Date of review: 7 May 2024 (AMPC)

Date of next review: May 2025 (AMPC)

Class 1 – Who we are and what we do

(Organisational information, structures, locations and contacts)

Information to be published: (This will be current information only)	How the information can be obtained:
Who's on the Council and its Committees	Parish Council Website
Contact details for Parish Clerk/RFO and Council members (named contacts where possible with telephone number and e-mail address if used)	Parish Council Website
Staffing structure	Parish Council 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)

Information to be published:	How the information can be obtained:
Current and previous financial year	Parish Council Website
Annual return form and report by auditor	Parish Council Website Hard copy from Parish Council clerk/RFO
Finalised budget	Parish Council Website (minutes of relevant Parish Council meeting)
Precept	Parish Council Website (minutes of relevant Parish Council meeting)
Financial Standing Orders and Regulations	Parish Council Website
Grants given and received	Parish Council Website Hard copy from Parish Council Clerk/RFO
List of current contracts and value of contract	Hard copy from Parish Council Clerk/RFO
Members' allowances and expenses	Parish Council Website (minutes of relevant Parish Council meeting)

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

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

Information to be published:	How the information can be obtained:
Annual Report to Parish Meeting (current and previous year)	Parish Council Website

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Information to be published:	How the information can be obtained:
Timetable of meetings (Council, committee/sub-committee meetings and Parish meetings)	Parish Council Website
Agendas of meetings (as above)	Parish Council Website Posted on Parish Council Notice Boards at Moortown bus shelter Moortown cross roads and Thornton Rd South Kelsey.
Minutes of meetings (as above) (N.B. This will exclude information that is properly regarded as private to the meeting)	Parish Council Website, noticeboards
Reports presented to Council meetings (N.B. This will exclude information that is properly regarded as private to the meeting)	Hard copy from Parish Council Clerk/RFO
Responses to consultation papers	Hard copy from Parish Council Clerk/RFO
Responses to planning applications	Parish Council Website (minutes of relevant Planning resolutions)

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only

Information to be published:	How the information can be obtained:
Policies and procedures for the conduct of council business:	Parish Council Website
Procedural standing orders	Parish Council Website
Committee and sub-committee terms of reference	Parish Council Website
Delegated authority in respect of officers	Parish Council Website
Code of conduct	Parish Council Website
Policy statements	Parish Council Website

Class 6 – Lists and Registers

Currently maintained lists and registers only

Information to be published:	How the information can be obtained:
Assets Register	Hard copy from Parish Council Clerk/RFO
Register of members' interests	West Lindsey District Council Offices & via Parish Council Website
Register of gifts and hospitality	West Lindsey District Council Offices

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

Information to be published:	How the information can be obtained:
Allotments	Parish Council Website
Parks, playing fields and recreational facilities	Hard copy from Parish Council Clerk/RFO Parish Council Webb site via council minutes. Face book group
Seating, litter bins,	Hard copy from Parish Council Clerk/RFO
Bus shelters	Hard copy from Council Office

Exempt Material:

- Personal information relating to Councilors (other than required to be declared in Register of Interests)
 - Personal information relating to employees
 - Tenders and bids from contractors and suppliers
- (Note: Data Protection Legislation prohibits the publication of certain categories of information)

Charging Policy:

Information can be inspected, by appointment, at the South Kelsey Village Hall free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at the cost of 15p per single sided A4 sheet.

A detailed search of records (for example the Council Minutes or archive material) is subject to a charge of £15 per search plus the relevant photocopying charges.

Any photocopies sent by post will be subject to the actual cost of postage and packaging.

Review of Policy:

This Policy was approved by the Parish Council meeting on 4 March 2024 and will be reviewed annually.

Note 1: Any information which is available on the Parish Council's website is also available from the Parish Council's Clerk/RFO subject to the charges set out above for printed copies.

Note 2: Under Data Protection Legislation, the Council is required to review regularly the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Parish Council's Clerk to ensure that the information they require is still available.

Contacts:

Parish Clerk details:

Name: Gina Andrews

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Mobile: 07701305039

Address: c/o Rest Haven, Middle Street, North Kelsey LN7 6EH

Website: <https://south-kelsey-moortown.parish.lincolnshire.gov.uk/>

ADOPTED: 4 March 2024

DATE OF REVIEW: May 2025