

# Information available from Goxhill Parish Council under the model publication scheme

Adopted October 2020

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>		
Who's who on the Council and its Committees	Hard Copy	20p
	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy	20p
	Website	Free
Location of main Council office and accessibility details	Hard Copy	20p
	Website	Free
Staffing structure	N/A – Solley Parish Clerk	
<p><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> <p>Current and previous financial year as a minimum</p>	Hard Copy	20p
	Website	Free
Annual return form and report by auditor	Hard Copy	20p
	Website	Free

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

<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)	Hard Copy	20p
	Website	Free
Agendas of meetings (as above)	Hard Copy	20p
	Website	Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Hard Copy	20p
	Website	Free
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard Copy	20p
	Website	Free
Responses to consultation papers	Hard Copy	20p
	Website	Free
Responses to planning applications	Hard Copy	20p
	Website	Free
Bye-laws	N/A	N/A
<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:	Hard Copy	20p
	Website	Free
Procedural standing orders		
Committee and sub-committee terms of reference		

Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff:  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)	Hard Copy  Website	20p  Free
Information security policy	Hard Copy  Website	20p  Free
Records management policies (records retention, destruction and archive)	Hard Copy  Website	20p  Free
Data protection policies	Hard Copy  Website	20p  Free
Schedule of charges (for the publication of information)	Hard Copy  Website	20p  Free
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only – Some information may only be available for inspection		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	Free

Assets Register	Hard Copy	20p
	Website	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	Website	Free
Register of gifts and hospitality	Website	Free
<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		
Allotments	Hard Copy	20p
	Website	Free
Burial grounds and closed churchyards	Hard Copy	20p
	Website	Free
Community centres and village halls	Hard Copy	20p
	Website	Free
Parks, playing fields and recreational facilities	Hard Copy	20p
	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy	20p
	Website	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)		

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

Vicky Haines - Parish Clerk  
The Parish Rooms  
Howe Lane  
Goxhill  
North Lincolnshire  
DN19 7HS

Email: [goxhillparishcouncil@gmail.com](mailto:goxhillparishcouncil@gmail.com)  
Tel: 07834 418338

SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 20p 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 (quote the actual statute)
<b>Other</b>	Office Time	£20 per hour

Signed (Council Chair): *Mike Gathercole*

Print Name: Mike Gathercole

Date: 1<sup>st</sup> October 2020

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Signed (Clerk): *Vicky Haines*

Print Name: Vicky Haines

Date 1<sup>st</sup> October 2020. / Minute Reference: 2010/16 (iii)

**\*\*Original signed copy is located at the Parish Rooms \*\***