



GOXHILL PARISH COUNCIL



PUBLICATION SCHEME

Name of Organisation	Goxhill Parish Council
Address	Parish Rooms, Howe Lane, Goxhill, DN19 7HS
Date Policy Agreed	1 st October 2020 (minute 2010/16 (iii))
Date of Next Review	6 th October 2022
Signature (Chair)	<i>Mike Gathercole</i>
Signature (Clerk)	<i>Vicky Haines</i>

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Hard Copy Website	20p Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy Website	20p Free
Location of main Council office and accessibility details	Hard Copy Website	20p Free
Staffing structure	N/A – Solley Parish Clerk	



GOXHILL PARISH COUNCIL



PUBLICATION SCHEME

<p>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)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard Copy Website</p>	<p>20p Free</p>
Annual return form and report by auditor	<p>Hard Copy Website</p>	<p>20p Free</p>
Finalised budget	<p>Hard Copy Website</p>	<p>20p Free</p>
Precept	<p>Hard Copy Website</p>	<p>20p Free</p>
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	<p>Hard Copy Website</p>	<p>20p Free</p>
Grants given and received	<p>Hard Copy Website</p>	<p>20p Free</p>
List of current contracts awarded and value of contract	<p>Hard Copy Website</p>	<p>20p Free</p>
Members' allowances and expenses	<p>Hard Copy Website</p>	<p>20p Free</p>
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
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)	<p>Hard Copy Website</p>	<p>20p Free</p>



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Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Neighbourhood Plan Data	Hard Copy Website	20p Free
Class 4 – How we make decisions (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 Website	20p Free
Agendas of meetings (as above)	Hard Copy Website	20p Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Hard Copy Website	20p Free
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard Copy Website	20p Free
Responses to consultation papers	Hard Copy Website	20p Free
Responses to planning applications	Hard Copy Website	20p Free
Bye-laws	N/A	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		



GOXHILL PARISH COUNCIL



PUBLICATION SCHEME

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<p>Policies and procedures for the conduct of council business:</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 Website</p>	<p>20p Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</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 Website</p>	<p>20p Free</p>
Information security policy	<p>Hard Copy Website</p>	<p>20p Free</p>
Records management policies (records retention, destruction and archive)	<p>Hard Copy Website</p>	<p>20p Free</p>
Data protection policies	<p>Hard Copy Website</p>	<p>20p Free</p>
Schedule of charges) for the publication of information)	<p>Hard Copy Website</p>	<p>20p Free</p>
Class 6 – Lists and Registers		



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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 Website	20p 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
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		
Allotments	Hard Copy Website	20p Free
Burial grounds and closed churchyards	Hard Copy Website	20p Free
Community centres and village halls	Hard Copy Website	20p Free
Parks, playing fields and recreational facilities	Hard Copy Website	20p Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy Website	20p Free
Bus shelters	N/A	N/A



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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)		
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	N/A

Contact details:

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

Email: goxhillparishcouncil@gmail.com

Tel: 07842 396827

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 @ 20p per	Actual cost



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	sheet (Colour)	
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Office Time	£20 per hour

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