

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

The Freedom of Information Act 2000 (FOIA) gives rights of public access to information held by public authorities, the Model Scheme was adopted by Scamblesby Parish Council at their meeting on 3<sup>rd</sup> March 2016 and reviewed 3<sup>rd</sup> Feb 2017. Details of the Information Commissioners Office can be obtained from the website [www.ico.gov.uk](http://www.ico.gov.uk) or telephone 08456 306060. Scamblesby Parish Council is happy to share information and below is a table indicating what information is available and in which format. The Clerk's details are at the bottom of the sheet should you wish to get a copy. Inspection of records is by prior arrangement.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, locations and contacts)		
Who's who on the Council and its Committees	Hard copy/website	20p per page/website 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 per page/website free
<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)		
Annual return form and report by auditor	Hard copy/website	20p per page/website free
Financial Standing Orders and Regulations	Hard copy/website	20p per page/website free
Grants given and received	Hard copy/website	20p per page/website free
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	On request	20p per page/website free

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<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	
Annual Report to Parish or Community Meeting	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council meetings and parish meetings)	Hard copy/website	20p per page/website free
Agendas of meetings (as above)	Hard copy/website	20p per page/website free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/website	20p per page/website free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy/website	20p per page/website free
Responses to consultation papers	On request	20p per page/website free
Responses to planning applications	SPC or ELDC website	Free
<b>Class 5 – Our policies and procedures</b> Current information only		
Standing orders	Hard copy/website	20p per page/website free
Equal opportunities policy	Hard copy/website	20p per page/website free
Financial regulations	Hard copy/website	20p per page/website free
Complaints policy	Hard copy/website	20p per page/website free
Data protection policy	Hard copy/website	20p per page/website free
Code of Conduct	Hard copy/website	20p per page/website free
Risk assessment	Hard copy/website	20p per page/website free

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<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	Hard copy/website	20p per page/website free
Register of members' interests	Hard copy/website	20p per page/website free

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**Website: <http://parishes.lincolnshire.gov.uk/scamblesby>**