

**Information available from Lowick & Slipton Parish Council under the Model Publication Scheme**

<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, structures, locations and contacts) This will be current information only to include	Hard copy from Clerk and/or on website. Minutes of the previous meeting, current agendas and any relevant notices placed on the noticeboard	(hard copy 50p or free on website)
Who's who on the Council and its Committees	Hard copy from Clerk and/or on website. Parish Council newsletter Relevant notices placed on the noticeboard	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy from Clerk and/or on website. Parish Council newsletter Relevant notices placed on the noticeboard	
Location of main Council office and accessibility details	Hard copy from Clerk and/or on website. Parish Council newsletter Relevant notices placed on the noticeboard	
Staffing structure	Hard copy from Clerk and/or on website. Parish Council newsletter Relevant notices placed on the noticeboard	
<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) Current and previous financial year as a minimum	Hard copy from Clerk and/or on website	(hard copy 50p or free from website)
Annual return form and report by auditor	Hard copy from Clerk and/or on website	
Finalised budget	Hard copy from Clerk and/or on website	
Precept	Hard copy from Clerk and/or on website	
Borrowing Approval letter	Hard copy from Clerk and/or on website	
Financial Standing Orders and Regulations	Hard copy from Clerk and/or on website	
Grants given and received	Hard copy from Clerk and/or on website	
List of current contracts awarded and value of contract	Hard copy from Clerk and/or on website	
Members' allowances and expenses	Hard copy from Clerk and/or on website	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Hard copy from Clerk and/or on website	(hard copy 50p or free on website)
Parish Plan (current and previous year as a minimum)	N/A	

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from Clerk and/or on website	
Quality status	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy from Clerk and/or on website	(hard copy 50p or free on website)
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy from Clerk and/or on website	
Agendas of meetings (as above)	Hard copy from Clerk and/or on website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting	Hard copy from Clerk and/or on website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting	Hard copy from Clerk and/or on website	
Responses to consultation papers	Hard copy from Clerk and/or on website	
Responses to planning applications	Hard copy from Clerk and/or on website	
Bye-laws	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		Contact Clerk for individual pricing as some are large documents
Policies and procedures for the conduct of council business  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy from Clerk and/or on website	
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures	Hard copy from Clerk and/or on website	
Information security policy	Hard copy from Clerk and/or on website	
Records management policies (records retention, destruction and archive)	Hard copy from Clerk and/or on website	

Data protection policies	Hard copy from Clerk and/or on website	
Schedule of charges (for the publication of information)	Hard copy from Clerk and/or on website	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists	Hard copy from Clerk and/or on website	(hard copy 50p or free on website)
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets register	Hard copy from Clerk and/or on website	
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	
Register of members' interests	ENC website	
Register of gifts and hospitality	N/A	
<b>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</b>		
Current information only	(hard copy or website; some information may only be available by inspection)	(hard copy 50p or free on website)
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website/hard copy	
Seating, litter bins, clocks, memorials and lighting	Website/hard copy	
Bus shelters	Website/hard copy	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Nicki Phillips , Clerk Lowick & Slipton Parish Council c/o 54 High St Ringstead NN14 4DA [clerk.lowickandsliptonpc@gmail.com](mailto:clerk.lowickandsliptonpc@gmail.com)

Adopted by Lowick & Slipton Parish Council