

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

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> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(Hard copy and/or website)	
Who's who on the Council and its Committees	Parish Office - Hard Copy Parish Notice Board Waltham Library Web Site	N/C
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Parish Office – Hard Copy Parish Notice Board Waltham Library Web Site	N/C
Location of main Council office and accessibility details	Waltham Library Web Site	N/C
Staffing structure	Parish Office	N/C

<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 and/or website)	
Annual return form and report by auditor	Hard Copy Web site	N/C
Finalised budget	Hard Copy	N/C
Precept	Hard Copy	N/C
Borrowing Approval letter	Hard Copy	N/C
Financial Standing Orders and Regulations	Hard Copy	N/C
Grants given and received	Hard Copy	N/C
List of current contracts awarded and value of contract	Hard Copy	N/C
Members' allowances and expenses	Hard Copy	N/C
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(Hard copy or 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)	Website (As Annual Parish Meeting Minutes Hard Copy	N/A
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	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 or website) Notice Board Waltham Library Parish Office Hard Copy Website	N/C

Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Waltham Library Notice Board Parish Office Web Site Hard Copy	N/C
Agendas of meetings (as above)	Waltham Library Notice Board Parish Office Hard Copy Web Site	N/C
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Waltham Library Hard Copy Website	N/C
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy Web Site	N/C
Responses to consultation papers	Website In Minutes Hard Copy	N/C
Responses to planning applications	Website in Minutes Hard Copy	N/C
Bye-laws	Hard Copy	N/C
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(Hard copy or website)	

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	N/C
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	N/C
Data protection policies	Hard Copy	N/C
Schedule of charges) for the publication of information)	N/C	
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(Hard copy or website; some information may only be available by inspection)	N/C
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Hard Copy	N/C
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)		

Register of members' interests	Hard Copy Inspection at Parish Office	N/C
Register of gifts and hospitality	Hard Copy	N/C
<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	(Hard copy or website; some information may only be available by inspection)	
Allotments	Hard Copy Website	N/C
Burial grounds and closed churchyards	Hard Copy Website	N/C
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard Copy Website	N/C
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	Parish Office	N/C
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard Copy	N/C
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		


**Contact details:  
The Parish Clerk  
Parish Office  
Kirkgate Car Park  
Kirkgate  
Waltham  
Grimsby  
North East Lincolnshire  
DN37 OPZ**

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 @ .p per sheet (black & white)	Actual cost *
	Photocopying @. p 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>		

\* The actual cost incurred by the public authority