

LINDSEY PARISH COUNCIL

Information available from Lindsey Parish Council under the model publication scheme

| 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) and will be current information only | Hard copy from Clerk or Website: http://lindsey.suffolk.cloud | |
| Who's who on the Council | Hard copy from Clerk or website | £1 then 10p per sheet + Postage |
| Contact details for Parish Clerk and Council members | Clerk 07976 702246 lindseypc@outlook.com or website | £1 then 10p per sheet + Postage |
| Location of main Council office and accessibility details | Clerk's office: 41 Beech Road, Saxmundham, IP17 1FQ Post 15 March 2021 37 Queenscliffe Road Ipswich IP2 9AS Post March 2020 all meetings to held via the Zoom Video Conferencing. Access to meetings can be found on the Agenda or email the Clerk direct | |
| Staffing Structure | None just the Clerk | |

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| 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) - Current and previous financial year as a minimum | | |
| Annual return form and report by auditor | Hard copy from Clerk or website | £1 then 10p per sheet + Postage |
| Finalised budget | Hard copy from Clerk or website | £1 then 10p per sheet + Postage |
| Precept | Hard copy from Clerk | £1 then 10p per sheet + Postage |
| Financial Standing Orders and Regulations including adopted policies | Hard copy from Clerk or website | £1 then 10p per sheet + Postage |
| Grants given and received | Hard copy from Clerk or website | £1 then 10p per sheet + Postage |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | (hard copy or website) | |
| Annual Report to Parish or Community Meeting | Hard copy from Clerk or website | £1 then 10p per sheet + Postage |
| Class 4 – How we make decisions (Decision making processes and records of decisions) - Current and previous council year as a minimum | | |

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| Timetable of meetings (Council and parish meetings) | Hard copy from Clerk or website | £1 then 10p per sheet + Postage |
| Agendas of meetings (as above) | Email/hard copy from Clerk or website | £1 then 10p per sheet + Postage |
| Associated papers for discussion for meetings (as above) | Website or hard copy from Clerk | £1 then 10p per sheet + Postage |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Website | £1 then 10p per sheet + Postage |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy from Clerk or website | £1 then 10p per sheet + Postage |
| Responses to consultation papers | Hard copy from Clerk | £1 then 10p per sheet + Postage |
| Responses to planning applications | Hard copy from Clerk | £1 then 10p per sheet + Postage |
| Procedural policies indicating the decision-making process | Hard copy from Clerk or website | £1 then 10p per sheet + Postage |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) - Current information only | | |
| Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements | Contact the Clerk for specific requests relating to these policies or see the website | £1 then 10p per sheet + Postage |
| Records management policies (records retention, destruction and archive) | Hard copy from Clerk | |
| Schedule of charges (for the publication of information) | Attached to the end of this schedule | |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | |
| Register of members' interests | Hard copy from Clerk or see website | £1 then 10p per sheet + Postage |
| Register of gifts and hospitality | Hard copy from Clerk | £1 then 10p per sheet + Postage |
| Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | (hard copy or website; some information may only be available by inspection) | |
| Burial grounds and closed churchyards | Contact P.C.C. of St Peter's Church, Lindsey | |
| Community Centre and Village Halls | Contact Lindsey Village Hall Management Committee | |

Contact details: **Mrs. Victoria Waples**
Clerk to Lindsey Parish Council
41 Beech Road
Saxmundham
IP17 1FQ
Tel: 07976 702246

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 | £1 stationery & admin time + photocopying @ 10p per sheet (black & white) | Actual cost of stationery & admin time. |
| | Postage | Actual cost of Royal Mail standard 2nd class |
| Statutory Fee | In accordance with the relevant legislation (quote the actual statute) | |

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