

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	
Contact details for Parish Clerk and Council members	Email to clerk: lindseypc@outlook.com or website	
Location of main Council office and accessibility details	Clerk's office: 37 Queenscliffe Road Ipswich IP2 9AS All parish council meetings to be held in Lindsey Village Hall. Meetings with the Clerk will be by appointment only and will take place in Lindsey Village Hall.	
Staffing Structure	None just the Clerk	

LINDSEY PARISH COUNCIL

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 internal auditor and external auditor (if applicable)	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, annual plans)	(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		
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

LINDSEY PARISH COUNCIL

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) – note 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 - note 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	
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

LINDSEY PARISH COUNCIL

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
37 Queenscliffe Road
Ipswich IP2 9AS
Email: lindseypc@outlook.com

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)	