



Model Publication Scheme

Classes of Information available

Information to be published	How / where the information can be obtained	Cost
Class 1 – Who we are and what we do		
(Organisational information, locations and contacts, constitutional and legal) This will be current information only.	Website	Free
Who is who on the council and its committees	Website A4 loose leaf paper	Free 20p per printed page
Contact details for the Parish Clerk and Council Members	Website Noticeboard and Library	Free Free
Location of Council Office and accessibility	Website	Free
Staffing Structure	Website	Free
Class 2 – What we spend and how we spend it		
(Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts and financial audit) Current and previous year as a minimum	Website A4 loose leaf paper	Free 20p per printed page
Annual return form and report by auditor	Website A4 loose leaf paper	Free 20p per printed page
Finalised Budget	A4 loose leaf paper	20p per printed page
Precept	A4 loose leaf paper	20p per printed page
Borrowing approval letter Financial Rules and Regulations	N/A	
Grants given and received	A4 loose leaf paper	20p per printed page
List of current contracts awarded and value of contract	A4 loose leaf paper	20p per printed page
Members allowances and expenses	A4 loose leaf paper	20p per printed page
Class 3 – What are our priorities and how we are doing		
(Strategy and performance information, plans, assessments, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Website	Free
Annual Parish Meeting (current and previous year as a minimum)	Website Library	Free Free
Emergency Plan	A4 loose leaf paper	20p per printed page
Class 4 – How we make decisions		
(Decision making processes and records of decisions – current and previous year as a minimum)		
Timetable of meetings, Council, any committee / sub-committee meetings and Parish meetings	Website Noticeboard A4 loose leaf paper	Free Free 20p per printed page
Agenda's of meetings	Website Noticeboard	Free Free

	A4 loose leaf paper	20p per printed page
Minutes of meetings (excluding information that is properly regarded as private to the meeting)	Website Noticeboard Library A4 loose leaf paper	Free Free Free 20p per printed page
Reports presented to the Council meetings (excluding information that is properly regarded as private to the meeting)	A4 loose leaf paper	20p per printed page
Responses to consultation papers	A4 loose leaf paper	20p per printed page
Responses to planning applications	NELC website A4 loose leaf paper	Free 20p per printed page
Bye-laws	A4 loose leaf paper	20p per printed page
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: <ul style="list-style-type: none"> • Procedural Standing Orders • Code of Conduct • Policy Statements • Committee and sub-committee terms of reference • Delegated authority 	Website A4 loose leaf paper	Free 20p per printed page
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Complaints procedures (including those covering requests for information and operating the publication scheme) • Policies and procedures for handling requests for information • Recruitment policies • Acceptable Use and Internet Access Policy 	If applicable: Website A4 loose leaf paper	Free 20p per printed page
Information Security Policy	Website A4 loose leaf paper	Free 20p per printed page
Records Management Policy (records, retention, destruction and archive)	A4 loose leaf paper	20p per printed page
GDPR Policies <ul style="list-style-type: none"> * Data Protection Policy * Freedom of Information Policy * Confidentiality Policy * Publication Scheme * Privacy Policy * SAR Policy 	Website A4 loose leaf paper	Free 20p per printed page
Schedule of charges (for the publication of information)	A4 loose leaf paper	20p per printed page
CCTV – as per Home Office Code of Practice and ICO information	A4 loose leaf paper	20p per printed page
Class 6 – Lists and Registers		
Currently maintained lists and registers only. Some information may only be available by inspection only.		
Any publicly available register or list	Inspection	Nil
Assets Register	A4 loose leaf paper	20p per printed page
Disclosure Log	Inspection	Nil
Register of Members Interests	Inspection	Nil

Register of Gifts and Hospitality	Inspection	Nil
Class 7 – The Services we Offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and business. Current information only.		
Allotments	Website A4 loose leaf paper	Free 20p per printed page
Cemetery	Website A4 loose leaf paper	Free 20p per printed page
Parks, playing fields and recreational facilities	Website A4 loose leaf paper	Free 20p per printed page
Seating, litter bins, clocks, memorials and lighting	A4 loose leaf paper	20p per printed page
Bus Shelters	N/A	
Public conveniences	N/A	
Agency Agreements	N/A	
A summary of services for which the Council is entitled to recover a fee, together with those fees. (i.e. Burial fees) Research Fee – including Cemetery (family history etc)	Website A4 loose leaf paper A4 loose leaf paper	Free 20p per printed page £25 per hour

NB – 20p per printed page is for standard A4 black and white copies. Should you require coloured or A3 copies, this will incur a greater charge. Please see Disbursements below.

Exclusions

Core Classes of Information

Employment Practice and Procedure

'Personal records' i.e., appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under Data Protection legislation.

Planning Documents

Planning Enforcement and Tree Preservation Orders

Audit and Accounts

All commercially sensitive information e.g., quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders; this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut or unfairly disadvantaged.

Optional Classes of Information

Burial Grounds

All documentation relating to individual applications and registrations under both privacy and Data Protection legislation.

Contact Details:

Mrs Nicola Ashton
 Clerk / RFO - Laceby Parish Council
 c/o The Stanford Centre,
 Cooper Lane,
 Laceby
 Grimsby
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 Email: lancebypcclerk@gmx.co.uk
 Website: www.laceby-parish-council.net

Schedule of Charges

This explains how the charges have been arrived at:

Type of Charge	Description	Basis of charge
Disbursement	Photocopying / Printing: A4 black and white copies @ 20p per printed page A4 colour charged at 50p per printed page A3 black and white charged at 30p per printed page A3 colour charged at £1.50 per printed page	Actual cost*
	Postage	Standard Royal Mail rates apply* Unless otherwise specified, all items will be sent by second class post.
	Packaging: £1.50 per parcel irrespective of size or weight	Actual cost*
	Binding: A4 Ring binders £2 per binder	Actual cost*
	Packaging	
Research Fee £25.00 per hour		Covers cost of electricity, internet, paper, ink and wage for Clerk to do the research (including oncosts)
Statutory Fee		In accordance with the relevant legislation

* Actual Cost incurred by the public authority