

# SOUTH KILLINGHOLME PARISH COUNCIL

## PUBLICATION SCHEME

<b>Name of Organisation</b>	South Killngholme Parish Council
<b>Address</b>	Community Centre, Moat Lane, South Killingholme DN40 3EU
<b>Date Policy Agreed</b>	7th October 2024
<b>Date of Next Review</b>	31 March 2026
<b>Signature (Chair)</b>	<i>Dianne Evans</i>
<b>Signature (Clerk)</b>	<i>Hannah Hepworth</i>

<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		
Who's who on the Council and its Committees	Hard Copy Website	20p Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy Website	20p Free
Location of main Council office and accessibility details	Hard Copy Website	20p Free
Staffing structure	SK Parish Clerk	

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<p><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)</p> <p>Current and previous financial year as a minimum</p>	<p>Hard Copy</p> <p>Website</p>	<p>20p per sheet</p> <p>Free</p>
<p>Annual return form and report by auditor</p>	<p>Hard Copy</p> <p>Website</p>	<p>20p per sheet =</p> <p>£1.40</p> <p>Free</p>
<p>Finalised budget</p>	<p>Hard Copy</p> <p>Website</p>	<p>20p</p> <p>Free</p>
<p>Precept</p>	<p>Hard Copy</p> <p>Website</p>	<p>20p</p> <p>Free</p>
<p>Borrowing Approval letter</p>	<p>N/A</p>	<p>N/A</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard Copy</p> <p>Website</p>	<p>20p</p> <p>Free</p>
<p>Grants given and received</p>	<p>Hard Copy</p> <p>Website</p>	<p>20p</p> <p>Free</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard Copy</p> <p>Website</p>	<p>20p</p> <p>Free</p>
<p>Members’ allowances and expenses</p>	<p>Hard Copy</p> <p>Website</p>	<p>20p</p> <p>Free</p>
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>		

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Parish Plan (current and previous year as a minimum)	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy Website	20p Free
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A
Neighbourhood Plan Data	Hard Copy Website	20p Free
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy Website	20p Free
Agendas of meetings (as above)	Hard Copy  Website	20p per sheet  Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Hard Copy  Website	20p per sheet  Free
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard Copy  Website	20p per sheet  Free
Responses to consultation papers	Hard Copy  Website	20p per sheet  Free
Responses to planning applications	Hard Copy	20p per sheet

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	Website	Free
Bye-laws	N/A	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		
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  Website	20p per sheet Free
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  Website	20p per sheet Free
Information security policy	Hard Copy  Website	20p per sheet Free

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Records management policies (records retention, destruction and archive)	Hard Copy Website	20p per sheet Free
Data protection policies	Hard Copy Website	20p per sheet Free
Schedule of charges) for the publication of information)	Hard Copy Website	20p per sheet Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only – Some information may only be available for inspection		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website	Free
Assets Register	Hard Copy Website	20p per sheet Free
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	N/A
Register of members’ interests	Website	Free
Register of gifts and hospitality	Website	Free
<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)		

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Current information only		
Allotments	N/A	N/A
Burial grounds and closed churchyards	N/A	N/A
Community centres and village halls	Hard Copy Website	20p Free
Parks, playing fields and recreational facilities	Hard Copy Website	20p Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy Website	20p Free
Bus shelters	N/A	N/A
Markets	N/A	N/A
Public conveniences	N/A	N/A
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	N/A	N/A

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### Contact details:

Hannah Hepworth - Parish Clerk  
Community Centre  
Moat Lane  
South Killingholme  
North Lincolnshire  
DN40 3EU

Email: [clerk@southkillingholmeparishcouncil.co.uk](mailto:clerk@southkillingholmeparishcouncil.co.uk)  
Tel: 07908 833239

### 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 @ 20p per sheet (black & white)	Actual cost *
	Photocopying @ 20p 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>	Office Time	£20 per hour

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