

# Waltham Parish Council Model Publication Scheme

## Classes of Information available

Information to be Published	How the information can be obtained	Cost
<b>Class 1- Who we are and what we do</b> (Organisational information, locations and contacts, constitutional and legal) This will be current information only.		
Who is who on the council and its committees	Website	Free
Contact details for the Parish Clerk/Burial Board Clerk. Deputy Clerk, Council Members.	Website A4 loose leaf paper	Free 20p/sht
Location of Council Office and accessibility details.	Website Notice Board and Library	Free Free
Staffing structure	Website Newsletter	Free Free
<b>Class 2 – What we spend and how we spent it</b> (Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts and financial audit) Current and previous year as a minimum		
Annual return form and report by auditor	A4 loose leaf paper	20p/sht
Finalised budget	A4 Loose leaf paper	20psht
Precept	Website	Free
Borrowing approval letter Financial Rules and Regulations	N/A	
Grants given and received	A4 loose leaf paper	20p/sht
List of current contracts awarded and value of contract	A4 loose leaf paper	20p/sht
Members allowances and expenses	A4 loose leaf paper	20p/sht
<b>Class 3 – What our priorities are and how we are doing</b> (Strategy and performance information, plans, assessments, inspections and reviews)		
Waltham Parish Community Led Plan	Website	Free
Annual report to Parish or Community Meeting (current and previous year as a minimum)	Website Library	Free Free
Quality status / Power of Well Being	N/A	
Emergency Plan	Inspection	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.	Website Notice Board & Library A4 loose leaf paper	Free Free 20p/sht
Agendas of meetings	Website Notice Board & Library	Free Free
Minutes of meetings (excluding information that is properly regarded as private to the meeting)	Website Library A4 loose leaf paper	Free Free 20p/sht
Reports presented to the Council meetings (excluding information that is properly regarded as private to the meeting)	A4 loose leaf paper	20p/sht
Responses to consultation papers	A4 loose leaf paper	20p/sht
Responses to planning applications	Website	Free
Bye-laws	A4 loose leaf paper	20p/sht

<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 Code of Conduct Policy Statements Committee and sub-committee terms of reference Delegated authority	A4 loose leaf paper	20p/sht
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 Complaints procedures (This to cover requests for information and operating the publication scheme) Policies and procedures for handling requests for information Recruitment policies	If applicable, A4 loose leaf paper	20p/sht
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	A4 loose leaf paper	20p/sht
Schedule of charges (For the publication of information)	A4 loose leaf paper	20p/sht
CCTV- As per Home office Code of Practice & ICO information	A4 loose leaf paper	20p/sht
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only Some information may only be available by inspection.		
Any Publicly available register or list	Inspection.	Nil
Assets register	A4 loose leaf paper	20p/sht
Disclosure log	Inspection	Nil
Register of members interests	Inspection	Nil
Register of gifts and hospitality	Inspection	Nil
<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		
Allotments	Web site A4 loose leaf paper	Free 20p/sht
Cemetery	Website A4 loose leaf paper	Free 20p/sht
Parks, playing fields and recreational facilities	Website Newsletter A4 loose leaf paper	Free Free 20p/sht
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Public conveniences (Kirkgate Car Park)	Parish Office	
Agency agreements	N/A	
A summary of fees for which the Council is entitled to recover a fee, together with those fees. (e.g. Burial fees) Research Fee – including Cemetery (Family History etc.)	Website A4 loose leaf paper A4 Loose leaf paper	Free 20p/sht £25.00 per hour

## 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 the Data protection Act 1998.

#### 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 and/or unfairly disadvantaged.

### Optional Classes of Information

#### Burial Grounds

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

Contact Details:

Mrs L Leach,  
Clerk to the Parish Council  
Deputy Clerk to the Burial Board  
Parish Office  
Kirkgate Car Park  
Kirkgate  
Waltham  
Grimsby  
North East Lincolnshire  
DN37 0LS

Phone 01472 826233 (Weekdays 9am to 12.noon)

Email [walthampc@btconnect.com](mailto:walthampc@btconnect.com)

Website [www.walthamparishcouncil.org.uk](http://www.walthamparishcouncil.org.uk)

#### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @20 per sheet	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Research fee - Cemetery	Family History	£25 per hour.
Statutory Fee		In accordance with the relevant legislation

\*The actual cost incurred by the public authority.