

Information available from MESSINGHAM Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Messingham Parish Council serves the residents of the parish of Messingham.</p>	
<p>Who's who on the Council and its Committees</p>	<p>A list in hard copy can be obtained on request from the Parish Clerk. The list is available on the website; www.messinghamparishcouncil.co.uk</p>	<p>NIL</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Parish Clerk-Tracey Black Black Bank Farm Black Bank Susworth Scunthorpe North Lincolnshire DN17 3AX Tel;07397 571469 email; clerk@messinghamparishcouncil.co.uk Council member information: a list in hard copy can be obtained on request from the Parish Clerk. The list is available on the website; www.messinghamparishcouncil.co.uk</p>	
<p>Staffing structure</p>	<p>Clerk to the Council 1 Recreation area attendant 1 Handyman</p>	<p>N/A</p>

<p>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)</p> <p>Current and previous financial year as a minimum</p>		<p>Free See costings</p>
<p>Annual return form and report by auditor</p>	<p>To inspect contact the Parish Clerk</p> <p>Hard copy contact the clerk Available to view on the website; www.messinghamparishcouncil.co.uk</p>	<p>Free</p> <p>£1</p>
<p>Finalised budget</p>	<p>To inspect contact the Parish Clerk Hard copy contact the clerk Recorded in the minutes-available to view on the website</p>	<p>Free See costings Free</p>
<p>Precept</p>	<p>Included within the finalised budget See above</p>	<p>As above</p>
<p>Borrowing Approval letter</p>	<p>To inspect contact the Parish Clerk</p> <p>Hard copy contact the clerk</p>	<p>Free</p> <p>See costings</p>
<p>Financial Standing Orders and Regulations</p>	<p>To inspect contact the Parish Clerk Hard copy contact the clerk</p> <p>Available to view on the website; www.messinghamparishcouncil.co.uk</p>	<p>Free See costings</p> <p>Free</p>
<p>Grants given and received</p>	<p>To inspect contact the Parish Clerk Hard copy contact the clerk</p> <p>Recorded in the minutes; Available to view on the website- www.messinghamparishcouncil.co.uk</p>	<p>Free See costings</p> <p>Free</p>

List of current contracts awarded and value of contract	To inspect contact the Parish Clerk Hard copy contact the clerk	Free See costings
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	To inspect contact the Parish Clerk Hard copy contact the clerk Recorded in the minutes-available to view on the website; www.messinghamparishcouncil.co.uk	Free See costings
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		Free See costings
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	To inspect contact the Parish Clerk Hard copy contact the clerk Available to view on the website; www.messinghamparishcouncil.co.uk	Free See costings
Agendas of meetings (as above)	Previous Meetings: To inspect contact the Parish Clerk Hard copy contact the clerk Forthcoming meetings: Agendas are posted on the parish council notice board outside the clinic on Wendover Road-at least 3 clear days prior to the meeting. Available on the Parish council website	Free See costings Free

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	To inspect contact the Parish Clerk Hard copy contact the clerk Hard copy available to view only in Messingham library. Draft minutes available to view on the website within 1 month of the meeting; www.messinghamparishcouncil.co.uk	Free See costings Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	To inspect contact the Parish Clerk Hard copy contact the clerk	Free See costings
Responses to consultation papers	To inspect contact the Parish Clerk Recorded in the minutes-available on the website. Hard copy contact the clerk	Free Free See costings
Responses to planning applications Planning Applications are the responsibility of North Lincolnshire Council - advertisement, consultation and plans are their responsibility for publication/information	To inspect contact the Parish Clerk Hard copy contact the clerk Recorded in the minutes-available on the website. Available to view on the NLC website: www.northlincs.gov.uk	Free See costings Free Free
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:	To inspect contact the Parish Clerk	Free

Procedural standing orders		
Financial Regulations	Hard copy contact the clerk	See costings
Committee and sub-committee terms of reference		
Delegated authority in respect of officers		
Code of Conduct	Available to view on the website;	Free
Policy statements	www.messinghamparishcouncil.co.uk	
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	No written policy	
Equality and diversity policy	Hard copy contact the clerk Available to view www.messinghamparishcouncil.co.uk	See costings
Health and safety policy	Hard copy contact the clerk Available to view www.messinghamparishcouncil.co.uk	See costings
Recruitment policies (including current vacancies)	No formal policy	
Policies and procedures for handling requests for information	Requests are dealt with by the Clerk, in accordance with the GDPR To inspect contact the Parish Clerk Hard copy contact the clerk Available to view on the website; www.messinghamparishcouncil.co.uk	See costings
Complaints procedures (including those covering requests for information and operating the publication scheme)		Free
Information security policy	In accordance with GDPR	
Records management policies (records retention, destruction and archive)	Hard copy contact the clerk www.messinghamparishcouncil.co.uk	See costings Free

Data protection policies	In accordance with GDPR	
Schedule of charge (for the publication of information)	See appendix attached to this guide	Free See costings
Child Protection/Safe Guarding Children Policy	Hard copy available from the clerk Available to view on website www.messinghamparishcouncil.co.uk	See costings Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	To inspect contact the Parish Clerk Available to view on the website Hard copy contact the clerk	Free Free See costings
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)	None held	
Register of members' interests	To inspect contact the Parish Clerk Hard copy contact the clerk Available to view on the NLC website; northlincs.gov.uk Available to view via link on website; www.messinghamparishcouncil.co.uk	Free See costings
Register of gifts and hospitality	To inspect contact the Parish Clerk Hard copy contact the clerk Available to view on the NLC website; northlincs.gov.uk	Free See costings

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
<p>Allotments The parish council has one allotment site on Butterwick Road, and is managed by the Parish Clerk in conjunction with Allotment Advisory Committee</p>	<p>Allotment Advisory Committee Terms Of Reference – To inspect contact the Parish Clerk Hard copy contact the clerk Scale of Charges Hard copy contact the clerk Application Form/Rules-to inspect contact the Parish Clerk Hard copy contact the clerk Available to view on the website; messinghamparishcouncil.co.uk</p>	<p>Free See costings See costings See costings</p>
<p>Burial grounds and closed churchyards</p>	<p>Not applicable</p>	
<p>Community centres and village halls Messingham village hall stands on land owned by Messingham Parish Council, but the building and management is the responsibility of the Village Hall management committee</p>	<p>Not applicable</p>	
<p>Parks, playing fields and recreational facilities Holme Meadow recreation field Playing field extension Multi Use Games Area Childrens play area</p>	<p>Hire charges as applicable and safety inspection sheets as applicable. To inspect contact the Parish Clerk Hard copy contact the clerk</p>	<p>Free See costings</p>
<p>Agency agreements Service level agreements with North Lincolnshire Council</p>	<p>To inspect contact the Parish Clerk Hard copy contact the clerk</p>	<p>Free See costings</p>
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>None</p>	

Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs T Black
Black Bank Farm
Black Bank
Susworth
Scunthorpe
North Lincolnshire
DN17 3AX
Tel. 07397571469
email – clerk@messinghamparishcouncil.co.uk

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	Photocopying @ 10p per A4 sheet (black & white)	Fixed fee
	Photocopying @ 20p per A4 sheet (colour)	Fixed fee
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Messingham Parish Council
 Adopted: June 2017
 Last reviewed: May 2019