

## Information available from MESSINGHAM Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p><b>Messingham Parish Council serves the residents of the parish of Messingham.</b></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; <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a></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; <a href="mailto:clerk@messinghamparishcouncil.co.uk">clerk@messinghamparishcouncil.co.uk</a> <b>Council member information:</b> a list in hard copy can be obtained on request from the Parish Clerk. The list is available on the website; <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a></p>	
<p>Staffing structure</p>	<p>Clerk to the Council 1 Recreation area attendant 1 Handyman</p>	<p>N/A</p>

<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>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;  <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a></p>	<p>Free</p> <p>£1</p> <p>Free</p>
<p>Finalised budget</p>	<p>To inspect contact the Parish Clerk</p> <p>Hard copy contact the clerk  Recorded in the minutes-available to view on the website</p>	<p>Free</p> <p>See costings</p> <p>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</p> <p>Hard copy contact the clerk</p> <p>Available to view on the website;  <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a></p>	<p>Free</p> <p>See costings</p> <p>Free</p>
<p>Grants given and received</p>	<p>To inspect contact the Parish Clerk</p> <p>Hard copy contact the clerk</p> <p>Recorded in the minutes;  Available to view on the website-  <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a></p>	<p>Free</p> <p>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
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	<b>Not applicable</b>	
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; <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a>	Free See costings  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)	To inspect contact the Parish Clerk  Hard copy contact the clerk Available to view on the website; <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a>	Free  See costings  Free
Agendas of meetings (as above)	<b>Previous Meetings:</b> To inspect contact the Parish Clerk Hard copy contact the clerk <b>Forthcoming meetings:</b> 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 <b>to view only</b> in Messingham library. Draft minutes available to view on the website within 1 month of the meeting; <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a>	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: <a href="http://www.northlincs.gov.uk">www.northlincs.gov.uk</a>	Free  See costings  Free Free
<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:	To inspect contact the Parish Clerk	Free

Procedural standing orders		
Financial Regulations Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy contact the clerk  Available to view on the website; <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a>	See costings  Free
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies relating to the delivery of services	<b>No written policy</b>	
Equality and diversity policy	Hard copy contact the clerk Available to view <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a>	See costings
Health and safety policy	Hard copy contact the clerk Available to view <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a>	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	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Available to view on the website; <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a>	See costings Free
Information security policy	In accordance with GDPR	
Records management policies (records retention, destruction and archive)	Hard copy contact the clerk <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a>	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 <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a>	See costings Free
<b>Class 6 – Lists and Registers</b>  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; <a href="http://northlincs.gov.uk">northlincs.gov.uk</a> Available to view via link on website; <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a>	Free  See costings  Free
Register of gifts and hospitality	To inspect contact the Parish Clerk Hard copy contact the clerk Available to view on the NLC website; <a href="http://northlincs.gov.uk">northlincs.gov.uk</a>	Free See costings Free

<p><u>Allotments</u> 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><b>Allotment Advisory Committee</b> Terms Of Reference – To inspect contact the Parish Clerk Hard copy contact the clerk <b>Scale of Charges</b> Hard copy contact the clerk <b>Application Form/Rules</b>-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><u>Community centres and village halls</u> 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><u>Parks, playing fields and recreational facilities</u> Holme Meadow recreation field Playing field extension Multi Use Games Area Children’s 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><u>Agency agreements</u> 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>	
<p><b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>		

**Contact details:**

**Clerk to Messingham Parish Council;**

**Tracey Black  
Black Bank Farm  
Black Bank  
Susworth  
Scunthorpe  
North Lincolnshire  
DN17 3AX  
Tel. 07397 571469  
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.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	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 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)