

Information available from MESSINGHAM Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Messingham Parish Council serves the residents of the parish of Messingham.	
Who's who on the Council and its Committees	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	NIL
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	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	
Staffing structure	Clerk to the Council 1 Recreation area attendant	N/A

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) Current and previous financial year as a minimum		
Annual return form and report by auditor	To inspect contact the Parish Clerk Hard copy contact the clerk Available to view on the website; www.messinghamparishcouncil.co.uk	Free £1 Free
Finalised budget	To inspect contact the Parish Clerk Hard copy contact the clerk Recorded in the minutes-available to view on the website	Free See costings Free
Precept	Included within the finalised budget See above	As above
Borrowing Approval letter	To inspect contact the Parish Clerk Hard copy contact the clerk	Free See costings
Financial Standing Orders and Regulations	To inspect contact the Parish Clerk Hard copy contact the clerk Available to view on the website; www.messinghamparishcouncil.co.uk	Free See costings Free
Grants given and received	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 Free
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 Free
Class 4 – How we make decisions (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; www.messinghamparishcouncil.co.uk	Free See costings Free
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 Doctors 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 Draft minutes available to view on the website within 1 month of the meeting; www.messinghamparishcouncil.co.uk	Free See costings 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: Procedural standing orders	To inspect contact the Parish Clerk	Free

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; www.messinghamparishcouncil.co.uk	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 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)	No written policy Hard copy contact the clerk Available to view www.messinghamparishcouncil.co.uk Hard copy contact the clerk Available to view www.messinghamparishcouncil.co.uk No formal policy 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 See costings See costings See costings 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 Free
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 Free

<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	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	Free See costings See costings See costings
Burial grounds and closed churchyards	Not applicable	
<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. The Car Park is the responsibility of Messingham Parish Council Messingham Community Hub – leased from North Lincolnshire Council	Not applicable Inspection sheet – to inspect contact the Clerk Hire Charges / Booking Form / Inspection Sheets – to inspect contact the Clerk. Hard copy contact the Clerk	Free Free See costings
<u>Parks, playing fields and recreational facilities</u> Holme Meadow recreation field Playing field extension Multi Use Games Area Children's play area	Hire charges as applicable and safety inspection sheets as applicable. To inspect contact the Parish Clerk Hard copy contact the clerk	Free See costings
<u>Agency agreements</u> Service level agreements with North Lincolnshire Council	To inspect contact the Parish Clerk Hard copy contact the clerk	Free See costings
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	

Additional Information

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

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.

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)