

Information available from Burton-by-Lincoln Parish Council under the model publication scheme

The Freedom of Information Act 2000 requires a list of the information that is available from your local council. Anyone wishing to view, or have copies, of the documents below should contact:

The Parish Clerk, Eastfield House Farm, Mays Lane, Saxilby, Lincoln, LN1 2QE.

Telephone: 07708 081265;

e-mail: parish.clerk@burton-by-lincoln.info

or visit our website: www.burton-by-lincoln.info

A charge will be made for provision of paper copies as follows: staff costs, pro rata at £10.00 per hour, and 10p per copy for each A4 sheet printed, and postage charges.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Parish Clerk and website.
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)	Parish Clerk and website.
Finalised budget	Parish Clerk and website.
Precept - money for our running costs	Parish Clerk and website.
Financial Standing Orders and Regulations	Parish Clerk.
Grants given and received	Parish Clerk and website.
Members' allowances and expenses	Parish Clerk
Class 3 – What our priorities are and how we are doing (Strategies and plans, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum) Annual Report to Parish Meeting (current and previous year)	Under Review Parish Clerk and website.
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings (Council and parish meetings)	Notice Boards in Burton Village, Burton Waters and A57 Café at Odder
Agendas of meetings (as above)	Parish Clerk and website.
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Parish Clerk and website.
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Parish Clerk and website.
Responses to consultation papers	Parish Clerk and website.
Responses to planning applications	Parish Clerk and website.
Bye-laws	Currently not applicable

Class 5 – Our policies and procedures (Current information only)	.
Policies and procedures for the conduct of council business: Procedural standing orders	Parish Clerk
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	Parish Clerk
Complaints procedures (including those covering requests for information and operating the publication scheme)	Parish Clerk
Information security policy	Parish Clerk
Records management policies (records retention, destruction and archive)	Parish Clerk
Data protection policies	Parish Clerk
Schedule of charges)for the publication of information)	Parish Clerk

Class 6 – Lists and Registers (Currently maintained lists and registers only)	(Paper copy or website. Some information may only be available by inspection)
Any publicly available register or list (if held; in most circumstances existing access provisions will suffice)	Parish Clerk
Assets Register	Parish Clerk
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)	Not applicable
Register of members' interests	Parish Clerk
Register of gifts and hospitality	Not currently applicable
Class 7 – The services we offer (Information, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Parish Clerk and website.
Allotments	Not applicable
Recreational facilities Seating, litter bins, memorials and lighting Bus shelters.	Parish Clerk
Additional Information General Information and publications	Parish Clerk