

## Information available from South Ferriby Parish Council under the model publication scheme

Information to be published	How the information can be obtained
<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>	(hard copy and/or website)
Who's who on the Council and its Committees	✓
Contact details for Parish Clerk and Council members	✓
Location of main Council office and accessibility details	✓
Staffing structure	n/a
<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>	(hard copy and/or website)
Annual return form and report by auditor	✓
Finalised budget	✓
Precept	✓
Borrowing Approval letter	n/a
Financial Standing Orders and Regulations	✓

Grants given and received	n/a
List of current contracts awarded and value of contract	n/a
Members' allowances and expenses	✓
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)
Parish Plan (current and previous year as a minimum)	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	✓
Quality status	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website) ✓
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	✓
Agendas of meetings (as above)	✓
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	✓
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	✓
Responses to consultation papers	✓
Responses to planning applications	✓
Bye-laws	✓



<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	✓
Assets Register	✓
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)	n/a
Register of members' interests	✓
Register of gifts and hospitality	n/a
<b>Class 7 – The services we offer</b>	(hard copy or website; some information may only be available by inspection)
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Allotments	n/a
Burial grounds and closed churchyards	n/a
Community centres and village halls	n/a
Parks, playing fields and recreational facilities	✓
Seating, litter bins, clocks, memorials and lighting	✓
Bus shelters	✓
Markets	n/a
Public conveniences	n/a
Agency agreements	✓
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a

**Contact details:**

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**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the public authority

**Adopted 8<sup>th</sup> May 2017**

**Next review due May 2019**