

## 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 2 Recreation area attendants 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>To inspect contact the Parish Clerk  Hard copy contact the clerk</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;  <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a></p>	<p>Free  See costings</p>
<p>Finalised budget</p>	<p>To inspect contact the Parish Clerk</p> <p>Hard copy contact the clerk</p>	<p>Free  See costings</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  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;  <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a></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-  <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a></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
<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 Available to view on the website; <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a>	Free See costings
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	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
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
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	Free See costings

<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p> <p>Minutes are only available after they have been approved at the next meeting.</p>	<p>To inspect contact the Parish Clerk</p> <p>Hard copy contact the clerk</p> <p>Hard copy available <b>to view only</b> in Messingham library</p> <p>Available to view on the website; www.messinghamparishcouncil.co.uk</p>	<p>Free</p> <p>See costings</p> <p>Free</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>To inspect contact the Parish Clerk</p> <p>Hard copy contact the clerk</p>	<p>Free</p> <p>See costings</p>
<p>Responses to consultation papers</p>	<p>To inspect contact the Parish Clerk</p> <p>Hard copy contact the clerk</p>	<p>Free</p> <p>See costings</p>
<p>Responses to planning applications</p> <p>Planning Applications are the responsibility of North Lincolnshire Council - advertisement, consultation and plans are their responsibility for publication/information</p>	<p>To inspect contact the Parish Clerk</p> <p>Hard copy contact the clerk</p> <p>Available to view on the NLC website:www.northlincs.gov.uk</p>	<p>Free</p> <p>See costings</p> <p>Free</p>
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p>	<p>To inspect contact the Parish Clerk</p>	<p>Free</p>

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  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)	<b>No written policy</b>  Hard copy contact the clerk Available to view <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a> Hard copy contact the clerk Available to view <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a>  No formal policy  No formal policy-requests are dealt with by the Clerk, in accordance with the Freedom of Information Act.  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>	See costings  See costings  See costings  See costings  Free
Information security policy	<b>No formal policy</b>	
Records management policies (records retention, destruction and archive)	Hard copy contact the clerk Available to view <a href="http://www.messinghamparishcouncil.co.uk">www.messinghamparishcouncil.co.uk</a>	See costings
Data protection policies	Guided by the Data Protection Act-no formal policy	

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>	(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)	<b>None</b>	
Assets Register	To inspect contact the Parish Clerk  Hard copy contact the clerk	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)	<b>None held</b>	
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
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

<p><b>Class 7 – The services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</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><b>Allotment Advisory Committee</b>          Terms Of Reference –          To inspect contact the Parish Clerk</p> <p>Hard copy contact the clerk</p> <p><b>Application Form/Rules</b>-to inspect contact the Parish Clerk          Hard copy contact the clerk          Available to view on the website;  <a href="http://messinghamparishcouncil.co.uk">messinghamparishcouncil.co.uk</a></p>	<p>Free</p> <p>See costings</p> <p>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</p> <p>Hard copy contact the clerk</p>	<p>Free</p> <p>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>	

<b>Additional Information</b>		
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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](mailto: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)	Actual cost *
	Photocopying @ 20p per A4 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 (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority