



DEEPING ST JAMES PARISH COUNCIL

The Institute, 38 Church Street, Deeping St James, Peterborough PE6 8HD

e-mail: clerk@deepingstjames-pc.gov.uk Tel: 01778 343266

Webpage: deeping-st-james.parish.lincolnshire.gov.uk

Facebook: Deeping St James Parish Council

Parish Clerk: Julie Fortnum

Information available from Deeping St James Parish Council under the publication scheme

(Deeping St James Parish Council acknowledges the duty placed upon it by the Freedom of Information Act 2000 to adopt and maintain a publication scheme and has resolved to adopt the National Association of Local Councils model publication scheme)

Information to be published	How the information can be obtained
Class1 - Who we are and what we do: (organisational information, structures location and contacts)	
Who's who on the Council and its Committees:	Parish Council Website Hard copy – contact the Parish Clerk
Contact details for the Parish Clerk and Council members	
Location of the main council office and accessibility details	
Staffing structure	
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)	
Annual return form and report by auditor	Website Hard copy – contact the Parish Clerk
Finalised budget	
Precept	
Borrowing Approval letter	
Standing Orders and Financial Regulations	
Grants given and received	
List of current contracts awarded and value of contract	
Members' allowances and expenses	
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)	Website Hard copy – contact the Parish Clerk
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy – contact the Parish Clerk
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact the Parish Clerk
Agendas of meetings	
Minutes of meetings excluding information that is properly regarded as private to the meeting.	
Reports presented to council meetings excluding information that is properly regarded as private to the meeting.	
Responses to consultation papers	
Responses to planning applications	Website South Kesteven District Council Website Hard copy – contact the Parish Clerk
Bye-laws	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy – contact the 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	
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)	
Information security policy	
Records management policies (records retention, destruction and archive)	
Data protection policies	
Schedule of charges (for the publication of information)	
Class 6 – Lists and Registers (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)	N/A
Asset Register	Website Hard copy – contact the 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)	
Register of members' interests	Website Hard copy – contact the Parish Clerk
Register of gifts and hospitality (£50 or over)	Website Hard copy – contact the Parish Clerk
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Allotments	Website Hard copy – contact the Parish Clerk
Burial grounds	
Newsletters	
Parks, playing fields and recreational facilities	
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact the Parish Clerk
Bus shelters	
CCTV	
Agency agreements	

Funded activities during School Summer holidays	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees & allotment rents)	Website Hard copy – contact the Parish Clerk

Schedule of charges

All documents listed as being available on the website are accessible free of charge.

Documents required in hard copy may be inspected by appointment at the Parish Council offices, The Institute, 38 Church Street, Deeping St James, PE6 8HD.

Please note that the office is open to members of the public between 10am and 12pm Monday to Friday or alternatively telephone 01778 343266 or email clerk@deepingstjames-pc.gov.uk to make an appointment. The office is situated at the top of a flight of stairs however if accessibility is an issue arrangements can be made to meet in the ground floor room of the building.

Information that can be photocopied without breaching copyright laws can be copied using the photocopier in the Parish Council office at The Institute at the charges shown below.

Any photocopies sent by post will be subject to the actual cost of postage and packaging.

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying (black and white)	Cost of copying - 10p per sheet
	Photocopying (colour)	Cost of copying - 50p per sheet
	Postage	Royal Mail standard 2 nd class