

**Information available under the Model Publication Scheme,  
Freedom of Information Act 2000**

<b>Information Published</b>	<b>How the information can be obtained</b>
<b>Who we are and what we do</b> (current information only)	
List of councillors, their responsibilities (on external and internal committees or working parties and their contact details	Website Parish Office
Contact details for the Parish Clerk and Council offices	Website Notice Boards Parish Office
Organisation Chart	Website Parish Office
<b>What we spend and how we spend it</b> (current and previous council years information)	
Annual Governance & Accountability Returns	Website Parish Office (Published annually)
Annual Reports by External & Internal Auditors	Website Parish Office (Published annually)
Finalised Budgets and Precept	Website Parish Office (Published annually for next and current financial year)
End of year account	Website Parish Office (Published annually)
Pay Multiple	Website Parish Office (Published annually)
Financial Regulations and Standing Orders	Website Parish Office
Grants given to voluntary and community bodies	Website Parish Office *Cheque register published within 7 days of full council agreement
Current Contracts/Tenders awarded over £5,000	Website Parish Office *Cheque register published within 7 days of full council agreement
Expenditure exceeding £500	Website Parish Office

	*Cheque register published within 7 days of full council agreement
Waste Contracts	Website Parish Office
<b>What our priorities are and how we are doing</b>	
Report to Annual Parish Meeting (current and previous years minutes)	Website Parish Office

<b>How we make decisions</b> (Current and previous council years information)	
Meeting dates	Website Parish Office
Agendas and supporting documents of Full Council meetings (excluding any confidential reports)	Website Parish Office Notice Boards (within 3 clear days of meeting)
Minutes of Full council meetings	Website Parish Office (within 7 days of full council agreement)
Responses to consultation papers	Website Parish Office
Responses to planning applications	South Holland District Council Planning website.
Bye-laws	Parish Office Displayed at recreation sites
<b>Our policies and procedures</b> (Current information only)	
Policies and procedures for the conduct of Council business:	Website Parish Office
Policies and procedures for the provision of services and the employment of staff:	Website Parish Office

<b>Lists and Registers</b> (Currently maintained lists and registers only)	
Asset Register (Land and Buildings only)	Website Parish Office (published annually)
Disclosure log	Parish Office
Register of Council members' interests	Parish Office
Register of gifts and hospitality	Parish Office/Full Council Meeting Minutes
<b>The services we offer</b> (Current information only)	

Allotments	Website Parish Office
Open Spaces	Website Parish Office
Cemeteries	Website Parish Office
Grants	Website Parish Office

<b>Description</b>	<b>Charge (£)</b>
Annual Return	£?
Photocopying	?p per A4 sheet (Black & White)
Postage	Royal Mail standard, 2 <sup>nd</sup> Class
Statutory Fees	In accordance with relevant legislation
Special requests and research	By arrangement