

Information available from Holton-le-Clay Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>Holton le Clay Parish Council – Statutory Body under Local Government Act</p> <p>Councillors:,H Reynolds, P Rowntree, P Warrener, M Star, M Boon, A Wheeler, D Springett, A Moore, T Dodge</p>	<p>hard copy or e mail contact Clerk to the Council</p>	<p>Free</p>
<p>Who’s who on the Council and its Committees</p> <p>Contracts & Village Amenities</p>	<p>hard copy</p> <p>e mail contact Clerk to the Council</p>	<p>10p/sheet</p> <p>Free</p>
<p>Contact details for Clerk to the Council and Council members (contact members via the Clerk)</p> <p>Holton News published monthly by Parish Council Facebook Page updated weekly</p>	<p>Council Offices</p>	<p>Free</p>
<p>Holton-le-Clay Parish Council, Village Hall, Pinfold Lane, Holton-le-Clay, GRIMSBY, Lincolnshire DN36 5DL</p>		

Clerk to the Council– Emma Portas 01472 234566 07521 467524 Office Opening hours 12.00 Pm to 2.00 pm – Tuesdays, Wednesdays		
Staffing structure – Part time clerk 27.5 hours per week and Part time Maintenance Operative 15 hours per week.		
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 –2012/13,2013/14, 2014/15, 2015/16, 2016/17, 2017/18, 2018/19, 2019/20, 2021/22. 2022/23	Hard copy – Contact Clerk	10p/sheet
Finalised budget – 2012/13, 2013/14,2013/14,2014/15,2015/16, 2016/17, 2017/18, 2018/19, 2019/20, 2020/21, 2021/22 2022/23	Hard copy – Contact Clerk	10p/sheet
Precept,2012/13,2013/14,2014/15,2015/16, 2016/17, 2017/18, 2018/19, 2019/20, 2020/21, 2021/22, 2022/23	Hard copy – Contact Clerk	10p/sheet
Financial Standing Orders and Regulations	Hard copy – Contact Clerk	10p/sheet
Grants given and received	Hard copy – Contact Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy – Contact Clerk	10p/sheet
Members’ allowances and expenses N/A		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan N/A		
Parish brochure - 2018 - Holton le Clay Its Hopes and Needs for the Future	Hard Copy – contact Clerk	Free
Annual Report to Parish or Community Meeting 2014/15,2015/16, 2016/17, 2017/18, 2018/19, 2019/20, 2020/21, 2021/22, 2022/23	Hard Copy – contact Clerk Free	10p/sheet

Available at Annual Parish (Public) Meeting		
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)	Hard Copy or e mail Contact Clerk Notice Boards	Free
Agendas of meetings (as above)	Website/Hard Copy – contact Clerk	10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy – contact Clerk	10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy – contact Clerk	10p/sheet
Responses to consultation papers	Hard Copy – contact Clerk	10p/sheet
Responses to planning applications	Hard Copy – contact Clerk	10p/sheet
Bye-laws	Hard Copy – contact Clerk	10p/sheet
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	All Hard copies –	10p/sheet

Committee and sub-committee terms of reference Delegated authority in respect of officers (part of Standing Orders) Code of Conduct (excludes Councillors Register of Interests) Policy statements	Contact Clerk Hard copy – contact clerk Hard copy – contact clerk	 10p/sheet 10p/sheet
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 (Equal Opportunities) Health and safety policy Recruitment policies (including current vacancies) N/A Policies and procedures for handling requests for information N/A Complaints procedures (including those covering requests for information and operating the publication scheme)	Holton-le-Clay Clerk to the Council – by inspection only Hard copy – contact clerk	 10p/sheet
Records management policies (records retention, destruction and archive)	By inspection only	
Data protection policies	By inspection only	
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy – contact clerk	10p/sheet
Assets Register	By inspection only	
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)	By inspection only	
Register of members' interests	ELDC	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and		

newsletters produced for the public and businesses)		
Allotments (Parish Gardens)	Hard copy – contact clerk	
Burial grounds (churchyards contact PCC)	Hard copy – contact clerk	
Community centres and village halls (Contact HCCA and HLC MERC)		
Parks, playing fields and recreational facilities	By inspection only	
Seating, litter bins, clocks, memorials and lighting – Asset Register	By inspection only	
Bus shelters	By inspection only	
Markets N/A		
Public conveniences N/A		
Agency agreements	By inspection only	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy – contact clerk	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Where available copies will be A4, black and white		
Payment must be made before copies forwarded		
Copies forwarded by post subject to standard second class postage costs		
WEBSITE: http://parishes.lincolnshire.gov.uk/HoltonleClay .		

Contact details: Clerk to the Council, Holton-le-Clay Parish Council, Village Hall, Holton le Clay, GRIMSBY, Lincolnshire DN36 5DL
Tel/Fax/Voicemail: (01472) 234566 **E mail: HLC.PC@btconnect.com**

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour) N/A	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class or large letter
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		
COLLECT	FROM COUNCIL OFFICES	NIL – COLLECT IN PERSON

Requests must be made in writing and must give details of name and address of where to send information. Requests are available for inspection under the Act. Requests cannot be made “on demand” – reasonable time must be allowed for the retrieval of the information and copying.

* the actual cost incurred by the public authority