



EASINGTON PARISH COUNCIL

Information available - Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do Easington Parish Council – The powers which have been vested in Parish Councils are vested through Acts of Parliament. Councils must exercise their powers subject to the provision of the Law. The main body of which is the Local Government Act 1972.	Contact details on Website	
Who's who on the Council and its Committees	Website	NIL
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	NIL
Location of main Council office and accessibility details	Website	NIL
Staffing structure	Website	NIL
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) Current and previous financial year as a minimum	Website	
Annual return form and report by auditor	Website Hard Copy – Contact Clerk	NIL
Finalised budget	Website Hard Copy – Contact Clerk	NIL

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Precept	Website Hard Copy – Contact Clerk	NIL
Borrowing Approval letter	Not Applicable	N/A
Financial Regulations and Standing Orders	Website Hard Copy – Contact Clerk	NIL
Grants given and received	Website Hard Copy – Contact Clerk	NIL
List of current contracts awarded and value of contract	Website Hard Copy – Contact Clerk	NIL
Members' allowances and expenses	Website Hard Copy – Contact Clerk	NIL
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website Hard Copy – Contact Clerk	NIL
Parish Plan (current and previous year as a minimum)	Website Hard Copy – Contact Clerk	NIL
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard Copy – Contact Clerk	NIL
Quality status	None Hard Copy – Contact Clerk	N/A
Local charters drawn up in accordance with DCLG guidelines	None	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		

Information to be published	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy – Contact Clerk	NIL
Agendas of meetings (as above)	Website Hard Copy – Contact Clerk	NIL
Minutes of meetings (as above) – Note this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – Contact Clerk	NIL
Reports presented to council meetings - Note this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy – Contact Clerk	NIL
Responses to consultation papers	Website Hard Copy – Contact Clerk	NIL
Responses to planning applications	Website - ERYC Hard Copy – N/A	NIL
Bye-laws	Hard Copy – Contact Clerk	NIL
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: Civility and Respect Policy Code of Conduct Committee and sub-committee terms of reference Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy – Contact Clerk	NIL

Adopted 01/02/2021
Revised: May 2024

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Delegated authority in respect of officers Equality and Diversity policy Privacy Notice Vacancy and Co-Option Procedure		
Policies and procedures for the provision of services and about the employment of staff: Dignity at Work Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Training and Development Policy	Hard Copy – Contact Clerk	
Information security policies:		
Records management policies (records retention, destruction and archive) Document Retention Policy Publication Scheme	Website	NIL
Data protection Policy Freedom of Information Procedure	Website	NIL
Schedule of charges for the publication of information	Website	NIL
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Website	NIL
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)	Website	NIL
Register of members' interests	Website	NIL
Register of gifts and hospitality	Website	NIL

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Revised: May 2024

Information to be published	How the information can be obtained	Cost
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Provided	
Burial grounds and closed churchyards	Provided	
Community centres and village halls	Independently Run	
Parks, playing fields and recreational facilities	Independently Run	
Seating, litter bins, clocks, memorials and lighting	Provided	
Bus shelters	Provided	
Markets	Not Provided	
Public conveniences	Not Provided	
Agency agreements	Not Provided	
A summary of services for which the council is entitled to recover a fee, together with those fees: Cemetery Fees	Website	
Additional Information		

Contact details:

Clerk: Kim Dalton

Email: easingtonpc@outlook.com

Mobile Phone No: 07541066034

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Revised: May 2024

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 @ 30p per sheet (black & white)	Actual cost *
	Photocopying @ 70p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Copy of Byelaws 20p	LGA 1972 s236
	Reasonable sum – see Disbursement cost and Other.	Audit Commission Act 1998 s14.AGAR
Other	£15.00 per hour* (Minimum Charge_	Wage roll/Cost of Electricity/Phone Calls

* the actual cost incurred by the public authority including Time producing the document