



Version 1

Adopted: 12-05-2025

Last Reviewed: 02-02-2024

Information available from Ingoldmells Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations, and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website	Free
Who's who on the Council and its Committees	Website, Noticeboards	Free
Contact details for Parish Clerk and Council members	Website, Noticeboards	Free
Location of main Council office and accessibility details	Website, Noticeboards	
Staffing structure	n/a	
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	(hard copy or website)	
Annual return form and report by Auditor	Website	Free
Finalised budget	Website	Free

Precept	Email	Free
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website / Email	Free
Grants given and received	Email	Free
List of current contracts awarded and value of contract	n/a	
Members' allowances and expenses	Email	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections, and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	n/a	
Annual Report to Parish (current and previous year as a minimum)	Website	Free
Local Council Award Scheme	n/a	
Local charters drawn up in accordance with Department for Communities and Local Government (DCLG) guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copy or website	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / Email	Free
Agendas of meetings (as above)	Website / Email	Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website / Email	Free
Reports presented to Council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Email	Free
Responses to consultation papers	Website / Email	Free
Responses to planning applications	Website / Email	Free
Byelaws	n/a	
Class 5 – Our policies and procedures (Current written protocols, policies, and procedures for delivering our services and responsibilities)	Website / Email	Free

Current information only		
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 / Email	Free
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and 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)	Website /Email To be adopted	Free
Information security policy	Website	Free
Records management policies (records retention, destruction, and archive)	To be adopted	
Data protection policies	Website	Free
Schedule of charges (for the publication of information)	Website	Free
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)	Website	Free
Assets register	Email	Free
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)	Email	Free
Register of members' interests	East Lindsey Council website	Free
Register of gifts and hospitality	n/a	Free
Class 7 – The services we offer	(hard copy or website; some	

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	information may only be available by inspection)	
Allotments	n/a	Free
Burial grounds and closed churchyards	Email	Free
Community centres and village halls	Email	Free
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials, and lighting	n/a	
Bus shelters	n/a	
Markets	n/a	
Public conveniences	Email	Free
Agency agreements	n/a	
Services for which the Council is entitled to recover a fee, together with those fees (e.g., burial fees)	n/a	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

The Clerk, Council Offices, Skegness Road, Ingoldmells, Lincs PE25 1NL

SCHEDULE OF CHARGES

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

SPEELING

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority