

NORMANBY BY SPITAL PARISH COUNCIL

Publication Scheme

Freedom of Information Act 2000

1 General Information

Authority: Normanby By Spital Parish Council
c/o 11 Highgate Lane
Normanby by Spital
Market Rasen
Lincolnshire
LN8 2HQ
Telephone Number: 07766 396061
E-mail: nbyspc@gmail.com
Website: <https://normanby-spital.parish.lincolnshire.gov.uk/>

Responsible Officer: Clerk/Responsible Officer to the Council
c/o 11 Highgate Lane
Normanby by Spital
Market Rasen
Lincolnshire
LN8 2HQ

Monitoring Officer: Monitoring Officer
West Lindsey District Council
Guildhall
Marshall's Yard
Gainsborough
Lincolnshire
DN21 2NA

Council Members: 7 members

Applications under the Freedom of Information Act or the Environmental Information Regulations should be addressed to the Clerk.

Applications for personal information under the Data Protection Act 2018 should be addressed to the Clerk.

Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)	
Information to be published This will be current information only	How the information can be obtained
Who's on the council and who is on its committees	Parish Council Website
Contact details for Parish Clerk and members.	Parish Council Website
Class 2 – What we spend and how we spend it	
Current and Previous Financial Year	Parish Council Website
Annual return and report by auditor	Parish Council Website
Finalised budget	Parish Council Website (minutes of relevant meeting)
Precept	Parish Council Website (minutes of relevant meeting)
Financial Standing Orders and Regulations	Parish Council Website
Class 3 – What our priorities are and how we are doing	
Annual report to Parish Meeting	Parish Council Website
Class 4 – How we make decisions	
Timetable of meetings	Parish Council Website
Agendas of meetings	Parish Council Website\Village noticeboard
Minutes of meetings (N.B. This will exclude information that is properly regarded as private to the meeting)	Parish Council Website
Responses to planning applications	Parish Council Website (minutes of relevant meeting)
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering out services and responsibilities)	
Policies and procedures for the conduct of council business	Parish Council Website
Procedural Standing Orders	Parish Council Website
Committee and Sub Committee Terms or Reference	Parish Council Website
Delegated Authority in respect of officers	Parish Council Website
Code of Conduct	Parish Council Website
Class 6 – Lists and Registers	
Assets Register	Parish Council Website
Register of Members interests	WLDC Offices
Class 7 – The services we offer (Information about the services we offer)	
Burial Ground	Parish Council Website
Community Park	Parish Council Website

Exempt Material

- Personal information relating to Councillors (other than required to be declared in Register of Interests)
- Personal information relating to employees
- Tenders and bids from contractors and suppliers

Charging Policy

A detailed search of records (for example Council Minutes or archive material) is subject to a charge of £15 per hour plus relevant printing charges.

Under Data Protection Legislation, the Council is required to review regularly the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to email the Parish Clerk to ensure that the information they require is still available

Signed.....Gavin Widdison

Date.....04/07/2022.....

Review Date ...04/07/2023.....

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Document Control			
Version	Author	Date	Changes