

LUTTON PARISH COUNCIL

Freedom of Information

Publication Scheme

	<u>Information to be published</u>	<u>How to obtain information</u>	<u>Cost</u>
Class 1: Who we are and what we do	Who's Who on the Council and its Committees	Online Hard copy (Clerk)	Free 10p/page
	Contact Details for the Parish Clerk and Council Members	Online Hard copy (Clerk)	Free 10p/page
Class 2: What we spend and how we spend it	Annual return form and report from auditor	Online Hard copy (Clerk)	Free 10p/page
	Finalised budget	Online Hard copy (Clerk)	Free 10p/page
	Precept	Online Hard copy (Clerk)	Free 10p/page
	Financial Regulations and Standing Orders	Online Hard copy (Clerk)	Free 10p/page
	Grants given and received	Hard copy (Clerk)	10p/page
	Members allowances and expenses	Hard copy (Clerk)	10p/page
Class 3: What our priorities are and how we are doing	Annual report to Parish Meeting – published in Parish Meeting minutes	Online Hard copy (Clerk)	Free 10p/page
Class 4: How we make decisions	Timetable of meetings	Online Hard copy (Clerk)	Free 10p/page
	Agendas of meetings	Online Hard copy (Clerk)	Free 10p/page
	Minutes of meetings (N.B. Excluding information relating to closed session agenda items)	Online Hard copy (Clerk)	Free 10p/page
	Reports presented to Council meetings – Published in Council minutes	Online Hard copy (Clerk)	Free 10p/page

Policy adopted by Lutton Parish Council at meeting on : 13th August 2015

Revised July 2015

	Responses to consultation papers	Hard copy (Clerk)	10p/page
	Responses to planning applications – Published in Council minutes	Online Hard copy (Clerk)	Free 10p/page
Class 5: Our policies and procedures	Policies and procedures for the conduct of Council business	Online Hard copy (Clerk)	Free 10p/page
	Procedural Standing Orders	Online Hard copy (Clerk)	Free 10p/page
	Committee and subcommittee terms of reference	Online Hard copy (Clerk)	Free 10p/page
	Delegated authority in respect of officers	Online Hard copy (Clerk)	Free 10p/page
Class 6: Lists and Registers	Asset Register	Hard copy (Clerk)	10p/page
	Register of Member's Interests	South Holland District Council	-
Class 7: The Services we offer	Allotments	Information available from the Clerk	
	Burial Ground	Information available from the Clerk	
	Park, playing field, open areas	Information available from the Clerk	

Additional Information

Additional information not listed above may be made available on request.

Contact Information

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Schedule of Charges

<u>Type of Charge</u>	<u>Description</u>	<u>Basis of Charge</u>
Disbursement cost	Photocopying/printing at 10 pence per sheet (A4, black and white, one sided)	Actual Cost

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	Postage	Actual cost of Royal Mail Standard 2 nd Class
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