

## Information available from Swallow Parish Council, incorporating Cuxwold, under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b></p> <p>Swallow Parish Council, incorporating Cuxwold.            Seven Councillors elected every four years by registered electors on the Electoral Register for Swallow &amp; Cuxwold.            Swallow and Cuxwold are within West Lindsey District Council and Lincolnshire County Council boundaries and the Parliamentary Constituency of Gainsborough.</p> <p><b>Chairman of the Parish Council:</b>            Cllr. Geoff Baxter <span style="float: right;">01472 371389</span>            Forge House            Cuxwold Road            Swallow, Lincolnshire            LN7 6DJ</p> <p><b>Councillors:</b>            Cllr. Brian Gould <span style="float: right;">01472 371028</span>            Charnwood            Beelsby Road            Swallow, Lincolnshire            LN7 6DG</p>	<p>Website: -  <a href="http://www.swallowpc.co.uk">www.swallowpc.co.uk</a></p> <p>Hard copies from Clerk to the Council.</p> <p>Swallow Parish Council Newsletter delivered to all houses within Swallow and Cuxwold.</p>	<p>Free</p> <p>10p per sheet</p> <p>Free</p>

<b>Class1 - Who we are and what we do</b>		Website: - <a href="http://www.swallowpc.co.uk">www.swallowpc.co.uk</a>	Free
<b>Cllr. Garry Metcalf</b> <b>Woodland Cottage</b> <b>Grimsby Road</b> <b>Swallow, Lincolnshire</b> <b>LN7 6DN</b>	<b>01472 371402</b>	Hard copies from Clerk to the Council.	10p per sheet
<b>Cllr. Mrs Kath Stoneman</b> <b>Woodville</b> <b>Chapel Lane</b> <b>Swallow, Lincolnshire</b> <b>LN7 6DE</b>	<b>01472 371587</b>	Swallow Parish Council Newsletter delivered to all houses within Swallow and Cuxwold.	Free
<b>Cllr. Miss Clarissa Turner</b> <b>Swallow Cottage</b> <b>Swallow Vale</b> <b>Swallow, Lincolnshire</b> <b>LN7 6DW</b>	<b>01472 371382</b>		
<b>Cllr. James Walgate</b> <b>Rowlands</b> <b>Cuxwold, Lincolnshire</b> <b>LN7 6DA</b>	<b>01472 371232</b>		
<b>Cllr. Tony Wallace</b> <b>Wishing Well</b> <b>Chapel Lane</b> <b>Swallow, Lincolnshire</b> <b>LN7 6DE</b>	<b>01472 371362</b>		



<p>Location of main Council office and accessibility details</p> <p>Mrs Veronica Hewins  Clerk to the Council  Ingham House  Chapel Lane  Swallow, Lincolnshire  LN7 6DE</p> <p>Accessibility:</p> <p>Telephone 01472 371056</p> <p>Monday to Friday 9.30 a.m. to 4.30 p.m.</p>	<p>Website: -  <a href="http://www.swallowpc.co.uk">www.swallowpc.co.uk</a></p> <p>Hard copies from Clerk to the Council.</p> <p>Swallow Parish Council Newsletter delivered to all houses within Swallow and Cuxwold.</p>	<p>Free</p> <p>10p per sheet</p> <p>Free</p>
<p>Staffing structure</p> <p>One employee – The Clerk to the Council</p>		

<b>Class 2 – What we spend and how we spend it</b>		
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hardcopy	10p per sheet
Finalised budget	Website: - <a href="http://www.swallowpc.co.uk">www.swallowpc.co.uk</a>	Free
	Swallow Parish Council November/December Newsletter	Free
	Hardcopy	10p per sheet
Precept	As finalised budget	
Financial Standing Orders and Regulations	Hard copy	10p per sheet
Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Council Minutes on Notice Boards	Free
	Website as above	Free

<b>Class 3 – What our priorities are and how we are doing</b>		
Parish Plan	To be published February 2009 and distributed to all households	Free
	Website as above	Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Swallow Parish Council May/June Newsletter	Free
	Website as above	Free
Quality Council Status awarded 24 <sup>th</sup> April 2006.		
Local charters drawn up in accordance with DCLG guidelines. West Lindsey District Council Parish Charter 12 <sup>th</sup> July 2006		
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings Council Meetings – Second Tuesday January, March, May, July, September and November annually. Planning Committee – As required.	Noticeboards Website Newsletter Hardcopy	Free Free Free 10p per sheet
Agendas of meetings (as above)	Noticeboards	Free

Published in advance	Website	Free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. Published after approval at following Council meeting.	Noticeboards Website Inspection of Minute Book by appointment with the Clerk.	Free Free Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. Published after approval at following Council meeting.	Noticeboards Website Inspection of Minute Book by appointment with the Clerk.	Free Free Free
Responses to consultation papers. Included in the Minutes.	Noticeboards Website Inspection of Minute Book by appointment with the Clerk.	Free Free Free
Responses to planning applications. Included in the Minutes.	Noticeboards Website Inspection of Minute Book by appointment with the Clerk.	Free Free Free
Bye-laws. Swallow Parish Council has no bye-laws.		
<b>Class 5 – Our policies and procedures</b>		

(Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders. Held by the Clerk. Committee terms of reference Code of Conduct. Held by the Clerk.	Hardcopy Hardcopy Hardcopy	10p per sheet Ditto. Ditto.
Policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy. Held by the Clerk. Health and safety policy. Held by the Clerk. Recruitment policies (including current vacancies). Held by the Clerk. Policies and procedures for handling requests for information. Held by the Clerk Complaints procedures (including those covering requests for information and operating the publication scheme). Held by the Clerk.	Hardcopy Hardcopy Hardcopy Hardcopy  Hardcopy	10p per sheet Ditto. Ditto. Ditto.  Ditto.
Information security policy. Minutes of 9 <sup>th</sup> September 2008.	Inspection of Minute Book by appointment with the Clerk.	Free
Records management policies (records retention, destruction and archive). Held by the Clerk.	Inspection by appointment with the Clerk.	Free
Data protection policies. Held by the Clerk.	Inspection by appointment	Free

	with the Clerk	
Schedule of charges (for the publication of information) Attached.	Website	Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Assets Register. Held by the Clerk.	Hardcopy	10p per sheet
Register of members' interests. Held by West Lindsey District Council	The Monitoring Officer West Lindsey District Council Guildhall Marshall's Yard Gainsborough DN21 2NA	
Register of gifts and hospitality. Held by the Clerk.	Inspection by appointment with the Clerk	Free
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
<del>Allotments</del>		
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls</del>		
<del>Parks, playing fields and recreational facilities</del>		

Seating, litter bins, clocks, memorials and lighting	Inspection by appointment with the Clerk	
Bus shelters		
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Parish Council Newsletters	Delivered free to all households	Free
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Mrs Veronica M Hewins  
Clerk to the Council  
Ingham House  
Chapel Lane  
Swallow, Lincolnshire  
LN7 6DE**

**01472 371056**

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost * 10p
	Photocopying @ 40p per sheet (colour)	Actual cost 40p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	No charge other than expenses until total costs exceeds £450 @ £20 per hour.	In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>	None	

\* The actual cost incurred by the public authority