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# BURTON PEDWARDINE PARISH MEETING

[www.burtonpedwardine.org.uk](http://www.burtonpedwardine.org.uk)

P O Box 8397  
SLEAFORD  
NG34 0WY

Tel: 01529 460347  
Fax: 0870 123 1612  
eMail: [contact@burtonpedwardine.org.uk](mailto:contact@burtonpedwardine.org.uk)

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## INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT MODEL PUBLICATION SCHEME

### CLASS 1 – WHO WE ARE AND WHAT WE DO

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Organisational information, structures, locations and contacts. This will be current information only.	eMail Hard Copy – Contact Clerk	Free 10p / Sheet
Chairman of the Meeting.	eMail Hard Copy – Contact Clerk	Free 10p / Sheet
The Parish Trustees.	There are no Trustees	N/A
Who's who on any Committees?	eMail Hard Copy – Contact Clerk	Free 10p / Sheet
Contact Details.	eMail Hard Copy – Contact Clerk	Free 10p / Sheet
Staff Arrangements.	There are no Staff	N/A

### CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Financial information relating to projected and actual income and expenditure and financial audit. Current and previous financial year.	eMail / Website Hard Copy – Contact Clerk	Free 10p / Sheet
Precept	eMail Hard Copy – Contact Clerk	Free 10p / Sheet
Annual Return Form.	Hard Copy – Contact Clerk	10p / Sheet
Auditor's Annual Report.	Hard Copy – Contact Clerk	10p / Sheet

### CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Strategies and plans, performance indicators, audits, inspections and reviews.	Hard Copy – Contact Clerk	10p / Sheet
Parish Plan (Currently under Development)	Website Hard Copy – Contact Clerk	Free 10p / Sheet

## CLASS 4 –HOW WE MAKE DECISIONS

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Decision making processes and records of decisions. Current and previous council year.	Website Hard Copy – Contact Clerk	Free 10p / Sheet
Agendas of Meetings	eMail Hard Copy – Contact Clerk	Free 10p / Sheet
Minutes of Meetings	Website Hard Copy – Contact Clerk	Free 10p / Sheet

## CLASS 5 –OUR POLICIES AND PROCEDURES

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only.	Website Hard Copy – Contact Clerk	Free 10p / Sheet
Policies and procedures for the conduct of business by the Parish Meeting (Procedural standing orders and Financial regulations)	eMail Hard Copy – Contact Clerk	Free 10p / Sheet
Schedule of Charges (for publication of information)	Website Hard Copy – Contact Clerk	Free 10p / Sheet

## CLASS 6 –LISTS AND REGISTERS

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Currently maintained lists and registers only.	There are no Lists or Registers	N/A
Any publicly available register.	There is no Register.	N/A
Assets list held by Parish Trustees.	There are no Assets.	N/A

## CLASS 7 –THE SERVICES WE OFFER

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Current information only.	Website Hard Copy – Contact Clerk	Free 10p / Sheet
Details of services provided by the Parish Meeting.	eMail Hard Copy – Contact Clerk	Free 10p / Sheet
Newsletters.	Website Hard Copy – Contact Clerk	Free 10p / Sheet
Services for which the Parish is entitled to recover a fee, together with those fees.	There are no Services.	N/A