

POINTON & SEMPRINGHAM PARISH COUNCIL

Freedom of Information Publication Scheme

General Information:

Authority: Pointon & Sempringham Parish Council

Responsible Officer: Mrs Rowena Boden – Parish Clerk & RFO

Council Members: 7 Members

Website Address: www.pointon.parish.lincolnshire.gov.uk

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	Parish Council Website
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and e-mail address if used)	Parish Council Website
Staffing structure	Parish Council Website

Class 2 – What we spend and how we spend it

(Financial information relating to protected and actual income and expenditure, procurement, contracts and financial audit).

Information to be published	How the information can be obtained
Current and previous financial year	Parish Council Website
Annual return form and report by auditor	Parish Council Website
Finalised budget	Parish Council Website (minutes of relevant Parish Council meeting)
Grants given and received	Parish Council Website (minutes of relevant Parish Council Meeting)
List of current contracts and value of contract	Hard copy from Clerk
Publication Scheme	Approved July 2022

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Information to be published	How the information can be obtained
Annual Report to Parish Meeting (current & previous years)	Parish Council Website

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Information to be published	How the information can be obtained
Timetable of meetings	Parish Council Website
Agendas of meetings	Parish Council Website. Posted on noticeboard.
Minutes of meetings (NB This will exclude information that is properly regarded as private to the meeting)	Parish Council Website
Reports presented to Council meetings. (NB This will exclude information that is properly regarded as private to the meeting)	Hard copy from Clerk
Responses to consultation papers	Hard copy from Clerk
Responses to planning applications	Parish Council Website (minutes of Parish Council Meeting.

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Information to be published	How the information can be obtained
Policies and procedures for the conduct of council business	Parish Council Website
Standing Orders	Parish Council Website
Delegated authority in respect of Members	Parish Council Website
Code of Conduct	Parish Council Website
Policy statements	Parish Council Website

Class 6 – Lists and Registers

Currently maintained lists and registers only

Information to be published	How the information can be obtained
Assets Register	Hard copy from Clerk
Register of members' interests	South Kesteven District Council Offices

Class 7 – The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses).

Current Information Only.

Information to be published	How the information can be obtained
Playground	Hard copy from Clerk
Seating, litter bins	Hard copy from Clerk
Bus shelters cover	Hard clerk from Clerk

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

(Note: Data Protection Legislation prohibits the publication of certain categories of information)

Contact:

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Version	Purpose	Author	Date	Review Dare
1	Initial draft	RB	19/7/22	July 2023
2	Review	RB	18/7/23	July 2025