

Information available from Sancton Parish Council under the Model Publication Scheme

Sancton Parish Council has 6 Councillors and a part time Clerk. Current contact details of Councillors and the Clerk may be found on the village notice boards in Low Street, on the website, or may be requested by contacting the Clerk -

Mrs Louise Ward
Sancton Parish Council
Telephone: 07907 792801
Email: clerk@sanctonparishcouncil.gov.uk
9 New Road
Worlaby
Brigg
North Lincolnshire
DN20 0PE

Agendas, minutes, and information about Council policies may be found on the website: www.sanctonparishcouncil.gov.uk

Information available from Sancton Parish Council under the Model Publication Scheme in hard copy, or digital copies where secure is as follows:

1. COUNCIL INTERNAL PRACTICE AND PROCEDURE

Sancton Parish Council posts draft minutes of its meetings and Committee meetings on the notice board in Low Street, together with financial and budget reports.

Copies of the following documents may be requested from the Clerk:

- Approved minutes of the Council and its Committees (also on website) limited to the last two years. Minutes taken prior to this may be accessed from the archives by contacting ERYC. (Check with Clerk)
- Procedural Standing Orders (also on website).
- Chairman's report to the Annual Parish Meeting (also on website).
- Agendas for Council and Committee Meetings – limited to the forthcoming meeting only (also displayed on notice boards and website).
- Scheme of Publication (also on website).

2. CODE OF CONDUCT

Copies of the following documents may be requested from the Clerk:

- Members Declaration of Acceptance of Office.
- Members Register of Interests on ERYC website.
- Code of Conduct.

3. PERIODIC ELECTORAL REVIEW

Information pertaining to Electoral Review may be obtained by contacting ERYC.

4. EMPLOYMENT PRACTICE AND PROCEDURE

Copies of the following documents may be requested from the Clerk:

- Terms and Conditions of Employment.
- Discipline and Grievance Procedure.
- Job Descriptions.

Exclusions – personal records, appraisals, sickness records, employee specific salary details, disciplinary records, etc, by virtue of being personal data under Data Protection Act 1998.

5. PLANNING DOCUMENTS

Responses to planning applications, these may also be accessed from ERYC.

6. AUDIT AND ACCOUNTS

The following documents may be requested from the Clerk:

- Annual Return Form.
- Annual statutory report by auditor (internal and external).
- Receipt/payment books and bank statements from all accounts –

BY INSPECTION ONLY:

- Precept request
- VAT records
- Financial Standing Orders and Regulations.
- Asset Register – this will include details of commons/greens owned by the Council, including management schemes for commons and recreation grounds.
- Risk assessments.
- Safety inspection records for all areas under Parish Council control.

Exclusions – personal details within quotations.

7. CEMETERY

The following documents may be requested from the Clerk or accessed on the website:

- Cemetery charges.
- Cemetery Regulations.

8. SCHEDULE OF CHARGES

All copies of documents requested, (including digital where appropriate) may be charged at a cost of 10p per side of A4. The basis for this charge takes into account the cost of copying and Clerk's time. Please ask for details of number of pages in the documents you are requesting, to enable you to obtain an approximate cost. Postage where appropriate will be charged at cost.

This Scheme of Publication was adopted by Sancton Parish Council at its meeting on the 13th May 2019.

Next Review Due: May 2021.