

Branston & Mere Parish Council Publication Scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>The Parish Council is the tier of local government closest to the people it serves. Thirteen councillors, a clerk and assistant clerk make up Branston & Mere Parish Council. They all live in the community and work to promote the village and improve the quality of life for its residents.</p> <p>Elected members are Matt Adams, Marc Blair, Diana Catton, Nick Clarke, Raymond Cucksey, Peter Lundgren, Andy Marchant, Richard Naulls (Chairman), Dick Newman, Denise Penistan, Malcolm Ross, Greg Tebb & Hannah Willcox.</p> <p>The Council has many specific powers and duties established by parliament. Key areas include reviewing planning applications and a range of issues covering the environment, transport and leisure. The Council is regularly consulted on work carried out by Lincolnshire County Council, North Kesteven District Council, Central Government and other public service providers. By working closely with the County and District Councils, we are able to deliver real improvements for our residents.</p>		
<p>Contact details for Parish Clerk and Council members.</p> <p>All correspondence should be addressed to the Parish Clerk who, if necessary, will be happy to put members of the public in contact with a councillor.</p> <p>Mrs Sarah Stead 173 Lincoln Road Branston Lincoln LN4 1NS 01522 853269 clerk@branstonpc.co.uk</p>		
<p>Location of main Council office and accessibility details.</p> <p>The business of the Council is conducted at the above address. Any need to visit the office is by appointment only.</p>		

<p>Staffing structure The Council employs a part time clerk who has responsibility for two Handymen, an Assistant Clerk and the Library Volunteer Coordinator. The assistant clerk has responsibility for the Neighbourhood Plan, Trees, Play Areas and Facebook. Abuse and hostility against employees by members of the public will not be tolerated and may result in prosecution.</p>		
<p>Class 2 – What we spend and how we spend it. The Parish Clerk is also the Proper Officer with responsibility for the administration of the Council's financial affairs. The expenses of the Parish Council are chargeable separately on the parish and the Council obtains funds by means of a precept issued to North Kesteven District Council; as the body responsible for collecting local government taxes (Council Tax) The amount required for the precept is calculated with the use of a schedule of all headings under which the Council is committed to spend, in comparison with amounts spent during the current financial year.</p>		
<p>Annual return form and report by auditor</p>	Hard copy	10p per sheet
<p>Finalised budget</p>	Hard copy	10p per sheet
<p>Precept</p>	Hard copy	10p per sheet
<p>Financial Standing Orders and Regulations Standing Orders, Financial Regulations and Risk Assessment.</p>	Website Hard copy	Free 10p per sheet
<p>Grants given and received</p>	Hard copy	10p per sheet
<p>List of current contracts awarded and value of contract The contract for grass cutting the recreation grounds, play areas and Garden of Rest was given to CB Ground Maintenance in 2015. The value of the contract is approximately £4000 per year.</p>		
<p>Members' allowances and expenses Members of the Council are entitled to receive a travel allowance to cover the cost of travel to carry out approved duties by public transport or in their own car up to a maximum rate laid down by the Secretary of State. The Chairman receives an annual allowance to enable him to meet the expenses of the office.</p>		
<p>Class 3 – What our priorities are and how we are doing</p>		
<p>Parish Plan This was completed in 2011 and progress is reviewed at the Annual Parish Meeting.</p>	Website Hard copy of summary	Free Free – Apply

		to the clerk.
Neighbourhood Plan This Plan is being drawn up with public consultation. It is expected to be adopted following a referendum in 2019.		
Annual Report to Parish Meeting	Website	Free
	Hard copy	10p per sheet
Quality status The clerk is CiLCA accredited which is a requirement of Quality Council Status.		
Class 4 – How we make decisions Decisions are made in Committee or in Council which are recorded in the minutes and made available to the public.	Website Hard copy	Free 10p per sheet
Timetable of meetings	Website	Free
	Hard copy	10p per sheet
Agendas of meetings	Website	Free
	Hard copy	10p per sheet
Minutes of meetings (as above)	Website – 6 months	Free
	Email earlier Minutes	Free
	Hard copy	10p per sheet
Reports presented to council meetings	Hard copy	Free
		10p per sheet
Responses to consultation papers	Website	Free
	Hard copy	10p per sheet
Responses to planning applications The Council's comments on applications are recorded in the Minutes of Council Meetings and can be viewed on NKDC's website under Online Planning.	Website	Free
	Hard copy	10p per sheet

Class 5 – Our policies and procedures		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Delegated authority in respect of officers The duties of the Clerk and Proper Officer are detailed in the Standing Orders</p> <p>Code of Conduct The NKDC Code of Conduct was adopted in May 2019.</p>	<p>Website Hard copy</p> <p>Website Hard copy</p> <p>Website Hard Copy</p>	<p>Free 10p per sheet</p> <p>Free 10p per sheet</p> <p>Free 10p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services See Standing Orders</p> <p>Equality and diversity policy</p> <p>Policies and procedures for handling requests for information The Freedom of Information Act 2000 gives the public the right to see a range of information held by public bodies, including Local Councils. These bodies have to prepare a document (a Publication Scheme) detailing categories of information, how members of the public can access the information and any cost involved. Some exclusions relating to personal details may be exempt under the Data Protection Act 1998. This document is the Publication Scheme for Branston & Mere Parish Council.</p> <p>GDPR policies Data Protection Policy Record Retention Policy Data Breach Policy Subject Access Request Procedure</p> <p>Health and safety policy</p>	<p>Website Hard copy</p> <p>Website Hard copy</p> <p>Website Hard copy</p> <p>Website Hard Copy</p>	<p>Free 10p per sheet</p> <p>Free 10p per sheet</p> <p>Free 10p per sheet</p> <p>Free 10p per sheet</p>

<p>Recruitment policies See Equality Policy.</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme) Any complaints, including those relating to requests for information will be dealt with according to Branston & Mere Parish Council's Complaints Procedure.</p>	<p>Website Hard Copy</p>	<p>Free 10p per sheet</p>
<p>Schedule of charges for the publication of information</p>	<p>Website Hard copy</p>	<p>Free 10p per sheet</p>
<p>Class 6 – Lists and Registers Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list</p>	<p>Hard copy</p>	<p>10p per sheet</p>
<p>Assets Register</p>	<p>Hard copy</p>	<p>10p per sheet</p>
<p>Disclosure log</p>	<p>Hard copy</p>	<p>10p per sheet</p>
<p>Register of members' interests</p>	<p>Hard copy</p>	<p>10p per sheet</p>
<p>Register of gifts and hospitality</p>	<p>Hard copy</p>	<p>10p per sheet</p>
<p>Class 7 – The services we offer</p>		
<p>Village hall The Parish Council is the Custodian Trustee for Branston Village Hall. Management of the facility is by a committee of volunteers.</p>		
<p>Parks, playing fields and recreational facilities Play equipment is provided at Lincoln Road, Moor Lane and Branston Booths. Recreation grounds are available on Lincoln Road and Moor Lane, including a Skate Park, Outdoor Gym, a Pavilion and a floodlit Astro Court for hire at the Moor Lane site. The wet woodland, commonly known as the Jungle, is the responsibility of the Council.</p>		
<p>Seating, litter bins, clocks, memorials and lighting Benches, litter bins & dog waste bins are positioned throughout the Parish and added to when requests from residents are appropriate. The Council is responsible for maintaining the Church clock, the war memorial, garden and lighting.</p>		
<p>Bus shelters Several bus shelters are available on Station Road, Lincoln Road, Beech Road and at Branston Booths.</p>		

Additional Information		
The Parish Council welcomes views and comments from all parishioners either via the Clerk or during the Public Forum at the start of each meeting.		

Contact details:

Mrs Sarah Stead
 173 Lincoln Road
 Branston
 Lincoln
 LN4 1NS
 01522 853269
 clerk@branstonpc.co.uk

Mrs Joy Naylor – Assistant Clerk
 07487 545881
 assistantclerk@branstonpc.co.uk

Website: www.parishes.lincolnshire.gov.uk/branstonandmere

Facebook: Branston and Mere

SCHEDULE OF CHARGES:

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class