

Information available from Easton on the Hill Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost All copying 10p per copy
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Web-site www.eastononthehill-pc.gov.uk	
Contact details for Parish Clerk and Council members	Parish noticeboard Hard copies from Parish Office/Clerk	
Location of main Council office and accessibility details	clerk@eastononthehill-pc.gov.uk	
Staffing structure (Clerk is the only employee)	No Council Office. Clerk works from home	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor (Website)		
Finalised budget (Website and Minutes)		
Precept (Website and Minutes)		
Borrowing Approval letter N/A		
Financial Standing Orders and Regulations (Website)	Hard Copies available from Parish Clerk or on Parish Council Website	
Grants given and received (Website and Minutes)		
List of current contracts awarded and value of contract (Available from Clerk)		
Members' allowances and expenses (Minutes)		

Class 3 – What our priorities are and how we are doing		
Parish Council Action Plan	Web-site Hard copy in Parish Office/Clerk address Village Plan Working Party Then PC Action Plan Updated annually/after resident survey.	Free
Annual Reports to Parish or Community Meeting	Web-site Hard copies in Parish Office/Clerk address	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Meetings held on the second Monday of every month, except August 7.00pm in The Village Hall or remotely where allowed	
Agendas of meetings (as above)	Web-site Parish noticeboard Hard copies in Parish Office/via clerk	
Minutes of meetings (as above)	Web-site Parish noticeboard Hard copies in Parish Office/via clerk	

Reports presented to council meetings	Website. Hard copies in Parish Office/at clerk address, presented to councillors 3 days before meeting	
Responses to consultation papers	N/A	
Responses to planning applications	In minutes, as above	
Bye-laws	N/A	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>Website/clerk</p> <p>Hard copies in Parish Office/clerk address and on Website</p> <p>Hard copies in Parish Office and on Website</p> <p>Hard copies in Parish Office/clerk address and on Website</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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website/clerk</p> <p>Website/clerk</p> <p>) Hard copy at clerk address</p> <p>) and on website</p> <p>)</p> <p>)</p> <p>Hard copy via clerk and on website</p>	
Information security policy	Registered with ICO	
Records management policies (records retention, destruction and archive)	Policy on website/via clerk address	
Data protection policies	Policy on website. Registered with ICO	
Schedule of charges (for the publication of information)	Model Publication Scheme	

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	None	
Assets Register	Hard copy on website/via clerk	
Disclosure log	Policy on website and via clerk	
Register of members' interests	On website and online/hard copies with North Northants Council	
Register of gifts and hospitality	None	
Class 7 – The services we offer		
Current information only		
Allotments	Parish Office/Via clerk or allotments manager or website	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Web-site	
Seating, litter bins, clocks, memorials and lighting	Parish Office/via clerk	
Bus shelters	Parish Office.via clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Additional Information	Clerk	
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Contact Details

Jenny Rice
 Clerk/Responsible Financial Officer
 Hibbins Cottage
 The Green, Ketton, Stamford
 PE9 3RA

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 * 10p
	Photocopying @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

Agreed at the meeting of the Parish Council on 9/2/26

Reviewed February 2026, next review date as and when required.