

Information available from Skegness Town Council under the model publication scheme – February 2023

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>(hard copy and/or website)</p> <p>Visit www.skegness.gov.uk</p> <p>Or Contact the Town Clerk Tower Gardens Pavilion, Rutland Road, Skegness. PE25 2AX</p>	
Who is who on the Council and its Committees	Website Hard copy	Free 15p/page + postage
Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 15p/page + postage
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website Hard copy	Free 15p/page + postage

<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>(hard copy and/or website) Visit www.skegness.gov.uk</p> <p>Or Contact the Town Clerk Tower Gardens Pavilion, Rutland Road, Skegness. PE25 2AX</p>	
<p>Annual return form and report by auditor</p>	<p>Website Hard copy</p>	<p>Free 15p/page + postage</p>
<p>Finalised budget</p>	<p>Website Hard copy</p>	<p>Free 15p/page + postage</p>
<p>Precept</p>	<p>Website Hard copy</p>	<p>Free 15p/page + postage</p>
<p>Borrowing Approval letter</p>	<p>Hard copy</p>	<p>15p/page + postage</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website Hard copy</p>	<p>Free 15p/page + postage</p>
<p>Grants given and received</p>	<p>Annual Report:- Website Hard copy</p>	<p>Free 15p/page + postage</p>
<p>List of current contracts awarded and value of contract Contracts awarded over £25000 will also be displayed on the Governments Contract Finder Website</p>	<p>Website Hard copy</p>	<p>Free 15p/page</p>

		+ postage
Members' allowances and expenses - Basic Allowance - Travelling and Subsistence Allowance	Website Hard copy Available for inspection by appointment	Free 15p/page + postage
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy and/or website) Visit www.skegness.gov.uk Or Contact the Town Clerk Tower Gardens Pavilion, Rutland Road, Skegness. PE25 2AX	
Approved Business Plan – current and 4 forward years	Website Hard copy	Free 15p/page + postage
Community Led Plan 2015	Website Hard copy	Free 15p/page + postage
Neighbourhood Development Plan	Website Hardcopy	Free 15p/page + postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 15p/page + postage
Quality status (May 2022 no current status achieved)	Website Hard copy	Free 15p/page + postage
Local charters drawn up in accordance with DCLG guidelines	None Applicable	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>(hard copy and/or website) Visit www.skegness.gov.uk Or Contact the Town Clerk Tower Gardens Pavilion, Rutland Road, Skegness. PE25 2AX</p>	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Website Hard copy</p>	<p>Free 15p/page + postage</p>
<p>Agendas of meetings (as above)</p>	<p>Website Hard copy</p>	<p>Free 15p/page + postage</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard copy</p>	<p>Free 15p/page + postage</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard copy</p>	<p>Free 15p/page + postage</p>
<p>Responses to consultation papers</p>	<p>As Part of minutes on website Hard copy</p>	<p>Free 15p/page + postage</p>
<p>Responses to planning applications</p>	<p>As Part of minutes on Website Hard copy</p>	<p>Free 15p/page + postage</p>
<p>Bye-laws</p>	<p>Hard copy</p>	<p>15p/page + postage</p>

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy and/or website) Visit www.skegness.gov.uk Or Contact the Town Clerk Tower Gardens Pavilion, Skegness PE25 2AX.	 15p/page + postage
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website Hard copy	Free 15p/page + postage
Committee and sub-committee terms of reference	Website Hard copy	Free 15p/page + postage
Delegated authority in respect of officers	Website Hard copy	Free 15p/page + postage
Code of Conduct	Website Hard copy	Free 15p/page + postage
Policy statements	Hard copy	15p/page + postage
Policies and procedures for the provision of services and about the employment of staff:		
Internal policies and procedures relating to the delivery of services	Hard copy	15p/page + postage

Equality and diversity policy	Website Hard copy	Free 15p/page + postage
Health and safety policy	Website Hard copy	Free 15p/page + postage
Recruitment policies Current vacancies	Hard copy Website Hard copy	15p/page Free Free
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free Free
Information security policy	Website Hard copy	Free 15p/page + postage
Records management policies (records retention, destruction and archive)	Hard copy	15p/page + postage
Data protection policies	Website Hard copy	15p/page + postage
Schedule of charges (for the publication of information)	Website Hard copy	Free Free
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	

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Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available for inspection by appointment	Free
Assets Register	Available for inspection by appointment	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) – if available	Available for inspection by appointment	Free
Register of members' interests	Website Available for inspection by appointment	Free
Register of gifts and hospitality	Available for inspection by appointment	Free
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p> <p>Visit www.skegness.gov.uk</p> <p>Or Contact the Town Clerk Tower Gardens Pavilion, Rutland Road, Skegness</p>	

	PE25 2AX	
Allotments	Website Hardcopy	Free Free
Burial grounds and closed churchyards	Website Hardcopy	Free Free
Community centres and village halls	Website Hardcopy	Free Free
Parks, playing fields and recreational facilities	Website Hardcopy	Free Free
Seating, litter bins, clocks, memorials and lighting	Website Hardcopy	Free Free
Bus shelters	Website Hardcopy	Free Free
Car Park (Scarborough Avenue)	Website Hardcopy	Free Free
Markets	None Applicable	
Public conveniences	None Applicable	
Agency agreements	None Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	See also final budget Website Hard copy	Free Free
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	(hard copy or website) Visit www.skegness.gov.uk Or Contact the Town Clerk Tower Gardens Pavilion, Rutland Road, Skegness, PE25 2AX.	

Newsletters	Website Hard copy	Free Free
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Contact details:

Visit www.skegness.gov.uk

Or Contact the Town Clerk, Tower Gardens Pavilion, Rutland Road, Skegness PE25 2AX. Tel 01754 840040

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour - if requested)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class or standard 1 st class if requested
Statutory Fee	None currently applicable	In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority