

**Publication Scheme**  
**For**  
**Wainfleet All Saints**  
**Town Council**

**Reviewed – Updated June 2023**  
**Next Review Date June 2025**

# Information available from Wainfleet All Saints Town Council under the model publication scheme

## Introduction

This document has been adopted from the model publication scheme prepared and approved by the Information Commissioner. It commits the council to make information available to the public as part of its normal business activities. The information covered is included in the classes mentioned below, where this information is held by the council. Information held by the council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## Information Available

### Class1 - Who we are and what we do

The full council consists of 12 councillors, who are elected every four years. Vacancies to the council can be filled by election, or co-option (details are contained in the co-option policy). Councillors also sit on various working groups as required. The current council consists of the following members :

Name	Working Group
Deborah Wickes, Mayor and Chair	F&GP, M&P
Steve Mitchell, vice-chair	P&A
Wendy Bowkett	F&GP, M&P
Jan Ward	F&GP, P&A, M&P
Jean Hart	P&A, C&B
Trevor Ward	M&P, P&A
Donald Kettleborough	F&GP, M&P, P&A
Vacancy	F&GP, M&P,C&B
Vacancy	
Vacancy	
Vacancy	
Vacancy	
Clerk and Responsible Financial Officer : Colin Cleary	F&GP, C&B

The working groups are Finance & General Purpose (F&GP), Marketing and Promotions (M&P), Properties and Amenities (P&A), Cemeteries & Burials (C&B)

The Clerk/RFO is appointed by the council.

Council Meetings are normally held on the 1<sup>st</sup> Tuesday of every calendar month and the agenda for meetings is published on the town noticeboard and on the council website. An annual Parish meeting is held in May of each year. All meetings are open to the public and contact can be made through the clerk or via a councillor.

This information can be obtained from the council website <https://wainfleet-all-saints-parish.lincolnshire.gov.uk> or hard copies obtained from The Clerk, Wainfleet All Saints Town Council, 50 High Street, Wainfleet All Saints, Lincolnshire, PE24 4BZ. Tel. 01754 228440 Mobile 07511 392657. [wastc@btinternet.com](mailto:wastc@btinternet.com)  
Some information may only be available by inspection.

### Class 2 – What we spend and how we spend it

The Town Council's income mainly comes from a precept. The Council applies to East Lindsey District Council for a precept. The Council work to a strict budget to meet all necessary expenditure for the coming year. An independent auditor audits the Council's account every year. The clerk is the responsible financial officer.

The following information is available :

Receipts and Payments Summaries  
Receipts and Payments Accounts  
Annual Return Forms and Auditor's Reports

Budget Papers.  
Details of Grants awarded.  
Financial Standing Orders and Regulations.  
List of current contracts awarded and value of contract.

This information can be obtained from the council website <https://wainfleet-all-saints-parish.lincolnshire.gov.uk> or hard copies obtained from The Clerk, Wainfleet All Saints Town Council, 50 High Street, Wainfleet All Saints, Lincolnshire, PE24 4BZ. Tel. 01754 228440 Mobile 07511 392657. [wastc@btinternet.com](mailto:wastc@btinternet.com)  
Some information may only be available by inspection.

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

As the first tier of Local Government we can liaise between the local community and the District and County Councils. We are consulted over local planning applications and can communicate local views where expressed. We try to preserve the character and quality of the parish, whilst encouraging innovation and progress.

Financial progress is monitored on a monthly basis and a quarterly report is produced by the RFO for the council which compares actual expenditure against budget and prior year expenditure.

Properties and amenities are subject to monthly inspections and written records are kept of these inspections.

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Some information may only be available by inspection.

## **Class 4 – How we make decisions**

All decisions are made at Council meetings and agreed by the Council.

Timetable of meetings:

Ordinary Council meetings are held on the first Tuesday of each month. An Annual Parish meeting and an Annual Council meeting takes place in May.

Papers available are:

Agendas of meetings.

Minutes of meetings – note: this will exclude information that is properly regarded as private to the meeting.

Reports presented to council meetings – note: this will exclude information that is properly regarded as private to the meeting.

Responses to consultation papers.

Responses to planning applications.

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Some information may only be available by inspection.

## **Class 5 – Our policies and procedures**

The Council maintains a comprehensive list of policies and procedures as recommended by the Local Government Association, which are reviewed and updated on a regular basis. The current policies and procedures in place are :

Code of Conduct  
Complaints Procedure  
Data Breach Policy  
Data Protection Policy  
Data Retention Policy  
Equal Opportunities Policy  
Exhumation Policy  
Financial Regulations  
Freedom of Information

Grants and Donations Policy  
Internal Controls Policy  
Lone Worker Policy  
Media Protocol Relations Policy  
Publication Scheme  
Risk Management Procedure Policy  
Safeguarding  
Social Media  
Standing Orders

This information can be obtained from the council website <https://wainfleet-all-saints-parish.lincolnshire.gov.uk> or hard copies obtained from The Clerk, Wainfleet All Saints Town Council, 50 High Street, Wainfleet All Saints, Lincolnshire, PE24 4BZ. Tel. 01754 228440 Mobile 07511 392657, [wastc@btinternet.com](mailto:wastc@btinternet.com)  
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## **Class 6 – Lists and Registers**

A full list of the member's interests is kept by East Lindsey District Council. The Town Council keeps a register of members Interest made at meetings, which logs any interest a member has at a meeting about an item under discussion which he/she has a connection with. The councillor can then withdraw for that item so as to avoid influencing the outcome.

The Council also maintains an up to date Assets Register.

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## **Class 7 – The services we offer**

The council provides the following services to the town :

- Maintenance of street furniture; such as bus shelters, public seating and litter bins.
- Provision and maintenance of a children's play area.
- Maintenance of Wainfleet All Saints closed churchyard.
- Maintenance and management of Northolme Cemetery in Wainfleet.
- Provision and management of garden and farming allotments
- Ensuring that the public space grassed areas are cut which includes some public footpaths.
- Operation and management of a weekly market for the benefit of the community
- Provision and maintenance of a playing field
- Provision and maintenance of Christmas decorations within the town.

## **Contact details for the Clerk to Wainfleet All Saints Town Council:**

Mr Colin Cleary  
50 High Street  
Wainfleet, Lincs.  
PE24 4BZ  
01754 228440 / 07511 392657  
[wastc@btinternet.com](mailto:wastc@btinternet.com)  
Website: <https://wainfleet-all-saints-parish.lincolnshire.gov.uk>

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 20p per sheet (black & white only)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Clerk's Time</b>	1 <sup>st</sup> hour or any part of Thereafter at ¼ hour intervals	£12

Adopted by Wainfleet All Saints Town Council on

Signed ..... Mayor/Chairman

Signed ..... Clerk

Date .....