

## Information available from the Parish Council under the model publication scheme

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New or Replacement:	Replacement
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### Version History Log

Version	Date Published	Details of key changes
1.0	April 2025	n/a
2.0	May 2026	Review/Moved to PDF

This publication scheme has been prepared and approved by the Information Commissioner for use by parish/town councils.

This publication scheme commits the Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. (The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. (*The term 'relevant copyright work' is defined in section 19(8) of that Act*)

**The method by which information published under this scheme will be made available**  
The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of the Council, information will be provided on their website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme. The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

### **Charges and fees**

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by a public authority 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.

Requests for information should be made to the Parish Clerk in writing by post to Joyce Gay, Parish Clerk, 16 Ticklepenny Drive, Louth, LN11 7BU.

### **Charges**

You can use our website to obtain information for no charge by us.

If there is something missing that we can still provide online, we will update the website so you can access it.

Some documents and information can only be provided in electronic format but not on the website. We may have to purchase a storage device, packaging and post it to you (if applicable) so there may be costs incurred which you will be advised about to decide if you wish to proceed.

If we can only provide information or documents to you in a hard copy format, we will advise you of the expected costs before we can provide the information.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (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>Website/Hard Copy</p> <p>Hardcopy-On Request</p>	<p>Free</p> <p>30p Per Sheet</p>
Who's who on the Council and its Committees	<p>Website/Hard Copy</p> <p>Hardcopy-On Request</p>	<p>Free</p> <p>30p Per Sheet</p>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Website/Hard Copy</p> <p>Hardcopy-On Request</p>	<p>Free</p> <p>30p Per Sheet</p>
Location of main Council office and accessibility details	Website/Hard Copy	Free
Staffing structure	N/A	
<p><b>Class 2 – What we spend and how we spend it</b> (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>Minutes of Meetings</p> <p>Hardcopy-On Request</p>	<p>As Per Minutes of Meetings below</p> <p>30p Per Sheet</p>
Annual return form and report by auditor	Website/Hard Copy	Free
Finalised budget	Minutes of Meetings	As Per Minutes of Meetings below

	Hardcopy-On Request	30p Per Sheet
Precept	Minutes of Meetings Hardcopy-On Request	As Per Minutes of Meetings below 30p Per Sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Hardcopy-On Request	30p Per Sheet
Grants given and received	Minutes of Meetings Hardcopy-On Request	As Per Minutes of Meetings below 30p Per Sheet
List of current contracts awarded and value of contract	Hardcopy-On Request	30p Per Sheet
Members' allowances and expenses	N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	N/A	
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hardcopy-On Request	30p Per Sheet
Agendas of meetings (as above)	Website/Hard Copy	Free

	Hardcopy-On Request	30p Per Sheet
Minutes of meetings (as above) – note - this will exclude information that is properly regarded as private to the meeting.	Website/Hard Copy	Free
	Hardcopy-On Request	30p Per Sheet
Reports presented to council meetings – note - this will exclude information that is properly regarded as private to the meeting.	Hardcopy-On Request	30p Per Sheet
Responses to consultation papers	Hardcopy-On Request	30p Per Sheet
Responses to planning applications	Hardcopy-On Request	30p Per Sheet
Bye-laws	NALC Hardcopy-On Request	30p Per Sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only		
Policies and procedures for the conduct of council business:		
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct	Hardcopy-On Request See Code of Conduct As Above <a href="http://www.standardsboard.gov.uk/CodeofConduct/">www.standardsboard.gov.uk/CodeofConduct/</a>	30p Per Sheet
Policy statements	N/A	Free
Policies and procedures for the provision of services and about the employment of staff:	NALC	
Internal policies relating to the delivery of services Equality and diversity policy	N/A NALC	

Health and safety policy	ELDC – ( <a href="http://www.e-lindsey.gov.uk/business/health/advice/health-safety-faq.cfm">www.e-lindsey.gov.uk/business/health/advice/health-safety-faq.cfm</a> )	Free
Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	NALC Model Publication Scheme Parish Council or Standards Board - ( <a href="http://www.standardsboard.gov.uk">www.standardsboard.gov.uk</a> )	Free
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	ELDC – ( <a href="http://www.e-lindsey.gov.uk/council/dp-and-foi/">www.e-lindsey.gov.uk/council/dp-and-foi/</a> )	Free
Schedule of charges (for the publication of information)	Hardcopy-On Request	30p Per Sheet
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only	Some information may only be available by inspection	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Available for Inspection	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)	N/A	
Register of members' interests	Available for Inspection	Free
Register of gifts and hospitality	N/A	

<p><b>Class 7 – The services we offer</b>        (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Some information may only be available by inspection)</p>	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
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	
<p><b>Additional Information</b>        This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	<p>No Other Items</p>	

## Contact details:

Joyce Gay  
Parish Clerk  
16 Ticklepenny Drive  
Louth  
Lincs  
LN11 7BU

Tel: 01507 600383

## 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 @40p per sheet (black & white)	Cost made up of paper cost and printer ink *
	Photocopying @£1 per sheet (colour)	As above *
	Postage: As Per Royal Mail Current Costs	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* Cost incurred by the public authority for items required to produce document  
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