



# Lympstone Parish Council Freedom of Information Act and Guide to the Publication Scheme

The following guide was adopted and agreed by Lympstone Parish Council on 6<sup>th</sup> February 2023.

## **Freedom of Information Act**

### **Guide to the Publication Scheme**

#### **Introduction**

Under the Freedom of Information Act ("the Act") it is the duty of every public authority to adopt and maintain a publication scheme. The Information Commissioner's Office (ICO) changed the emphasis in the approval and operation of publication schemes to a generic model which has been adopted and operated by Lympstone Parish Council.

#### **Lympstone Parish Council Publication Scheme**

The Scheme provides a list of all the information the parish council makes routinely available, explains how it can be accessed and whether or not a charge is made for it.

#### **Manner of publication**

It is important that all sections of the community can access the council's information, and systems are in place to make the listed information available to the public as easily as possible.

Where possible, information will be placed on the Parish Council web-site and where this is not possible the information needs to be made available and / or sent to the person requesting it.

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

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the Council and its Committees (listed on the AGM Minutes)	Website	Free

	Hard Copy	10p per sheet + P&P
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	Free
	Newsletter (published periodically)	Free
	Hard Copy	10p + P&P
Location of Clerk (main Council) office and accessibility details	Website	Free
	Hard Copy	10p + P&P
Staffing structure	n/a	n/a

### **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).

Current and previous financial year as a minimum.

Annual return form and report by auditor	Notice Boards and website (Oct/Nov)	Free
	Hard Copy	£2 + P&P
Finalised budget	Parish Council meeting – Dec/Jan	Free
	Hard Copy	10p + P&P
Precept	Parish Council meeting – Jan	Free
	Hard Copy	10p + P&P
Borrowing Approval letter	n/a	n/a
Financial Standing Orders and Regulations (Part of the Parish Council Standing Orders)	Hard Copy (8 Page document)	£2 + P&P
Grants given and received	Hard Copy	10p + P&P

List of current contracts awarded and value of contract	Website (Relevant Minutes) Hard Copy	Free 10p + P&P
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Members' allowances and expenses	n/a	n/a
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### **Class 3 – What our priorities are and how we are doing**

(Strategies and plans, performance indicators, audits, inspections and reviews)

Parish Plan (current and previous year as a minimum)	Website  Hard Copy	Free  10p per sheet + P&P
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Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website  Hard Copy	Free  10p per sheet + P&P
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Quality status	Website (Relevant Minutes)	Free
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Local charters drawn up in accordance with DCLG guidelines	n/a	n/a
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### **Class 4 – How we make decisions**

(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)	Website Hard Copy	Free 10p + P&P
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Agendas of meetings (as above)	Website Notice Boards Hard Copy (Full or Abbreviated available)	Free Free 10p per sheet + P&P
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Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.	Website  Hard Copy	Free  10p per sheet + P&P
Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10p per sheet + P&P
Responses to consultation papers	Hard Copy	10p per sheet + P&P
Responses to planning applications	EDDC Website Hard Copy	Free  10p per sheet + P&P
Bye-laws	n/a	n/a
<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 – n/a Delegated authority in respect of officers – n/a Code of Conduct Policy statements – n/a	Hard Copy/website unless n/a    Please note that these documents are lengthy	10p per sheet + P&P
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services – n/a		

Equality and diversity policy – n/a		
Health and safety policy – n/a		
Recruitment policies (including current vacancies) - n/a		
Policies and procedures for handling requests for information		
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	10p per sheet + P&P
Information security policy	n/a	n/a
Records management policies (records retention, destruction and archive)	n/a	n/a
Data protection policies	n/a	n/a
Schedule of charges for the publication of information)	Listed below	10p + P&P
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only (hard copy or website; 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)		
Assets Register	Hard Copy	10p + P&P
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	n/a
Register of members' interests	Hard Copy/EDDC website	£2 per copy + P&P

Register of gifts and hospitality	N/a	N/a
<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) Current information only. (hard copy or website; some information may only be available by inspection)		
Allotments	Contact Clerk	
Burial grounds and closed churchyards	Contact Church (old), Clerk (new)	
YC	Contact Mrs S Briggs	
Village hall	Contact VHCIO	
Play areas and community fields	Contact Clerk	
Seating, litter bins, clocks, memorials and lighting	Location Info only	Free
Bus shelters	Location info only	Free
Markets	Contact community group organisation	
Public conveniences	Contact Clerk	
Agency agreements	n/a	n/a
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Burial Ground, Herald Adverts,	10p per sheet + P&P
Gulliford Burial Ground	Contact FOGBG website	Free
<b>Additional Information</b>	None to date	

**Any information that is not listed above  
can still be requested**

**Contact details:**

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**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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	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)

## Other

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\* the actual cost incurred by the public authority

*Lucy Tyrrell, Clerk and RFO to Lympstone Parish Council*

**Date of next review:      February 2024**