

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

This publication scheme is based on the Model Publication Scheme as prepared and approved by the Information Commissioner.

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b>	
Who's who on the Parish Council and its Committees	Parish Council Notice Board Parish website
Contact details for Parish Clerk Parish Council contact is via the Clerk	Parish Council Notice Board Parish website
Accessibility details for Parish Council activity is via the Clerk	Parish Council Notice Board Parish website
Staffing structure	Currently not applicable
<b>Class 2 – What we spend and how we spend it</b> Current and previous financial year only	
Annual return form and report by auditor	Parish website / Hard copy
Finalised budget	Parish website / Hard copy
Precept	Website – meeting minutes Hard copy
Borrowing Approval letter	Currently not applicable
Financial Standing Orders and Regulations	Parish website / Hard copy
Grants given and received	Website – meeting minutes
List of current contracts awarded and value of contract	Website – meeting minutes
Members' allowances and expenses	Currently not applicable
<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 only)	Currently not applicable
Annual Report to Parish or Community Meeting (current and/or previous year)	Parish website Hard copy
Quality status	Currently not applicable
Local charters drawn up in accordance with DCLG guidelines	Currently not applicable
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish website Parish Council Notice Board
Agendas of meetings (as above)	Parish website Parish Council Notice Board
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Parish website / Hard copy
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Parish website/ Hard copy
Responses to consultation papers	Hard copy
Responses to planning applications	Available on the NKDC Planning Portal.
Bye-laws	Currently not applicable

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
Procedural standing orders	Parish website / Hard copy
Committee and sub-committee terms of reference	Currently not applicable
Delegated authority in respect of officers	Currently not applicable
Code of Conduct	Parish website / Hard copy
Policy statements	Parish website / Hard copy
Policies and procedures for the provision of services and about the employment of staff	Currently not available
Internal policies relating to the delivery of services	Parish website / Hard copy
Equality and diversity policy	Parish website / Hard copy
Health and safety policy	Currently not available
Recruitment policies (including current vacancies)	Parish website / Hard copy
Policies and procedures for handling requests for information	Parish website / Hard copy
Complaints procedures (including those covering requests for information and operating the publication scheme)	Parish website / Hard copy
Records management policies (records retention, destruction and archive)	Parish website / Hard copy
Data protection and information security policies	Parish website / Hard copy
Schedule of charges (for the publication of information)	Parish website / Hard copy
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	
Any publicly available register or list (if any are held this will be publicised; in most circumstances existing access provisions will suffice)	On application
Assets Register	Parish website /Hard copy
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)	Website – meeting minutes
Register of members' interests	Available on the NKDC website/via Parish website
Register of gifts and hospitality	Currently not applicable
<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	
Allotments	Not applicable
Burial grounds and closed churchyards	Not applicable
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	See asset register
Seating	See asset register
Litter bins and lighting	Not applicable
Memorials	See asset register
Bus shelters	See asset register
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable
<b>Additional Information</b>	Not applicable

## **Contact details:**

The Clerk to Leadenham Parish Council, The Wesleyan Chapel, Blind Lane, Coleby, LN5 0AL  
e-mail [leadenhamclerk@btinternet.com](mailto:leadenhamclerk@btinternet.com)

## **Schedule of Charges**

A charge will be made for provision of hard copies of any of the listed information as follows:  
Photocopying is charged at 10p per copy for each A4 (black & white) sheet printed single sided.  
Postage charges (if applicable) at the current 2<sup>nd</sup> Class Postage rates

A detailed search of records (for example the Parish Council Minutes or archive material) is subject to a charge of £10 per search plus the relevant photocopying charges.

The Parish Council is committed to keeping costs for requests for information to a minimum. Occasionally additional costs may be incurred by the council and these would be notified to the applicant in advance and charged to the applicant in compliance with the Guidance on the Application of the Freedom of Information and Data Protection (appropriate limit and fees) regulations 2004.

**Note 1:** Any information which is available on the Parish Council's website is also available from the Council's Office subject to the charges set out above for printed copies.

**Note 2:** Under Data Protection Legislation, the Parish Council is required to review regularly the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Parish Council's Office to ensure that the information they require is still available.

Information may also be inspected by prior appointment.

Adopted on Date.....13 April 2021