

## **Lifton Parish Council**

### **Publication Scheme**

Lifton Parish Council aims to be an open and fair organisation and welcomes enquiries from members of the public.

Any member of the public wishing to apply for information relating to the Parish Council under the Freedom of Information Act 2000 is entitled to do so. The public has a right to know certain information from public authorities and it is the Parish Council's responsibility to make it available.

To request information a member of the public should write to the Parish Council stating their name, address and a description of the information requested.

The person making the request can ask to receive a copy of the information, a summary of it or they can come and inspect it themselves. Once the Parish Council receives a written request it has 20 working days in which to respond.

There are a number of exemptions in the Freedom of Information Act 2000 which may mean that the requesting person does not receive the information, for the list see

[www.legislation.gov.uk](http://www.legislation.gov.uk)

The Parish Council is still obligated to respond within 20 working days and should explain why it is not able to disclose the information.

There are also some financial limitations to a request. If the Parish Council intends to charge a fee for the information it must notify the person concerned within 20 working days.

Lifton Parish Council charges 10p per page for black and white print, 20p per page for colour prints and £14.70 per hour to cover location and extraction of the information; the first hour is not charged. The Parish Council can estimate the cost of providing the information by determining whether it holds the information, as well as locating, retrieving and extracting it. The Council does not include in its costs time for considering whether the information is exempt, removing exempt information or copying/sending the information.

Publication Scheme originally adopted in May 2016

Amended in July 2021

Reviewed and revised version adopted in October 2021

Reviewed in May 2022.

Reviewed and revised version adopted in May 2023.

Reviewed and revised version adopted in February 2024.

(Next review to take place in 2026)

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

Information to be published	How the information can be obtained	Cost per sheet
<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>Hardcopy/website/email (if practicable) via:</p> <p>Mrs Sue Willis Lifton Parish Clerk / RFO Tel: 01566 785672 Email:<a href="mailto:parishclerk@liftonpc.org.uk">parishclerk@liftonpc.org.uk</a> Website: <a href="http://www.liftonpc.org.uk/">http://www.liftonpc.org.uk/</a></p>	10p/free
Who's who on the Council and its Committees	Hardcopy/website	10p/free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hardcopy/website	10p/free
Location of main Council office and accessibility details	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>		
Current and previous financial year as a minimum	Hard copy	10p
Annual return form and report by auditor	Hardcopy/website	10p/free
Finalised budget	Hardcopy	10p
Precept	Hardcopy	10p
Financial Standing Orders and Regulations	Hardcopy/website	10p/free
Grants given and received	Hardcopy	10p
List of current contracts awarded and value of contract	Hardcopy	10p
Members' allowances / Member's expenses	Not applicable / website (details on LPC minutes)	
<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Website: <a href="http://www.liftonpc.org.uk/">http://www.liftonpc.org.uk/</a> Email:<a href="mailto:parishclerk@liftonpc.org.uk">parishclerk@liftonpc.org.uk</a></p>	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hardcopy/website (details on LPC minutes)	10p/free

Information to be published	How the information can be obtained	Cost per sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	Website: <a href="http://www.liftonpc.org.uk/">http://www.liftonpc.org.uk/</a> Email: <a href="mailto:parishclerk@liftonpc.org.uk">parishclerk@liftonpc.org.uk</a>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hardcopy/website	10p/free
Agendas of meetings (as above)	Hardcopy/website (most recent only)	free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy/website	10p/free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy/website	10p/free
Responses to consultation papers	Hardcopy (where available)	10p
Responses to planning applications	Hardcopy/website: summary in minutes/WDBC planning portal	10p/free
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website: <a href="http://www.liftonpc.org.uk/">http://www.liftonpc.org.uk/</a> Email: <a href="mailto:parishclerk@liftonpc.org.uk">parishclerk@liftonpc.org.uk</a>	
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/website Hardcopy/email Hardcopy/email Hardcopy/website	10p/free 10p/free 10p/free 10p/free
Policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hardcopy/email Hardcopy/email Hardcopy/website  Hardcopy/website	10p/free 10p/free 10p/free  10p/free
Records management policies (records retention, destruction and archive)	Hardcopy/website	10p/free
Data protection policies	Hardcopy/website	10p/free
Schedule of charges for the publication of information	Hardcopy/website	10p/free
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	Website: <a href="http://www.liftonpc.org.uk/">http://www.liftonpc.org.uk/</a> Email: <a href="mailto:parishclerk@liftonpc.org.uk">parishclerk@liftonpc.org.uk</a>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hardcopy/website	10p/free
Assets Register	Hardcopy/website	10p/free

Information to be published	How the information can be obtained	Cost per sheet
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	Hardcopy/website	10p/free
Register of gifts and hospitality	Hardcopy if applicable	10p
<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	Website: <a href="http://www.liftonpc.org.uk/">http://www.liftonpc.org.uk/</a> Email: <a href="mailto:parishclerk@liftonpc.org.uk">parishclerk@liftonpc.org.uk</a>	
Allotments	N/A	
Burial grounds and closed churchyards	Inspection only	free
Community centres and village halls	N/A	
Pavilion, playing fields and recreational facilities	Hardcopy/website	10p/free
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)	Hardcopy	10p
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

### Contact details:

Mrs Sue Willis, Lifton Parish Clerk / RFO

Tel: 01566 785672

Email: [parishclerk@liftonpc.org.uk](mailto:parishclerk@liftonpc.org.uk)

N.B. The Parish Clerk is employed for 11 hours per week on a flexible basis, those hours include attendance at Parish Council meetings.

Hardcopies can be obtained from the Parish Clerk; however, payment is required before any hardcopy information can be supplied. Information that is not listed in the guide to information can still be requested and should be made available unless it can be legitimately withheld.

### SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10.p per sheet (black & white)	Actual cost *
	Photocopying @ 20.p 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
<b>Other</b>	£14.70 per hour (not including; the first hour, consideration of whether information is exempt, removing exempt information, copying/sending the information)	Actual cost*

\* the actual cost incurred by the public authority.