



**Information Available Under  
The Model Publication scheme**

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**Document Review History:**

Version 2.5. Amended by: Clerk. Details of amendment(s): Regular review. Based on ICO template V3.0 202111029 – still current version. Clerk's name updated, office hours updated, updated adin charge from £15 to £20.

Information to be published	How the information can be obtained
<p><b>Class1 - Who we are and what we do:</b> Current organisational information, structures, locations and contacts</p>	
<p><b>Who's who on the Council and its Committees</b></p> <p>Councillor information</p>	<p>Hard copy, via email, and website</p>
<p>Councillor membership of committees</p>	<p>Hard copy, via email, and website</p>
<p><b>Contact details for Parish Clerk and Council members</b></p> <p>Parish Clerk: Lydia Hopton Telephone: 01522 703912 Email: <a href="mailto:clerk@saxilbyparishcouncil.gov.uk">clerk@saxilbyparishcouncil.gov.uk</a></p>	<p>Hard copy, via email, and website</p> <p>Details are also published in the Foss Focus magazine</p>
<p>Councillors' name, email and phone number details are available.</p>	<p>Hard copy, via email, and website</p> <p>In some instances, a Councillor may only be contactable via the Clerk/Parish Office.</p>
<p><b>Location of main Council office and accessibility details</b></p> <p>Parish Clerk Saxilby with Ingleby Parish Council St Andrews Community Centre William Street Saxilby Lincoln LN1 2LP</p> <p>Current Parish Office opening times: Tuesday and Friday 9:15am to 3:30pm. Please note that the Parish Office may be closed at some times due to sickness, training, or leave. If you require an appointment it is advised to call prior to arrival to confirm an officer will be present.</p>	<p>Contact with the Parish Clerk can be made in person, by post, phone or email</p>
<p><b>Staffing structure</b></p> <p>Parish Clerk 1 Assistant Clerk 1 Administration Officer</p>	<p>Hard copy, via email, and website</p>

Grounds Manager Grounds Staff Community Centre Caretaker(s)	
<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. Information for the current and previous financial year is available.</p>	
Annual return form and report by auditor	<p>Hard copy, via email, and website</p> <p>The Notice of Conclusion of Audit is also published on the official Parish Council noticeboard.</p>
Finalised budget	Hard copy, via email, and website
Precept	Hard copy, via email, and website
Borrowing Approval letter	<p>Hard copy, via email, and website</p> <p>Details of a Public Works Loan Board (PWLB) loan can be found on the website.</p>
Financial Standing Orders and Regulations	Hard copy, via email, and website
Grants given and received	Hard copy, via email, and website
List of current contracts awarded and value of contract	Hard copy, via email
Members' allowances and expenses – details can be found in minutes and in the Council's accounts	Hard copy, via email, and website
<p><b>Class 3 – What our priorities are and how we are doing:</b> Strategies and plans, performance indicators, audits, inspections and reviews. Information for the current and previous year is available.</p>	
Parish Plan (current and previous year as a minimum) – N/A. The Council has a Neighbourhood Development Plan and a vision and objectives.	Hard copy, via email, and website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy, via email, and website

Quality status – Foundation Award Scheme Level.	
Local charters drawn up in accordance with DCLG guidelines – N/A	
Data Protection impact assessments or any other impact assessment (e.g. Health & Safety impact assessment) as appropriate and relevant. N/A - No high risk DPIA activities performed.	H&S Risk Assessments – hard copy, via email
<p><b>Class 4 – How we make decisions:</b> Decision making processes and records of decisions. Information for the current and previous council year is available.</p>	
Timetable of meetings (Council, committee meetings, working groups and parish meetings)	Hard copy, via email, and website
Agendas of meetings (as above)	Hard copy, official Parish Council noticeboard, via email and website
Minutes of meetings (as above) – Please note that this will exclude information that is properly regarded as exempt from disclosure.	Hard copy, via email, and website
Reports presented to council meetings – Please note that this will exclude information that is properly regarded as exempt from disclosure.	Hard copy, via email, and website
Responses to consultation papers – details can be found in the minutes	Hard copy, via email, and website
Responses to planning applications – details can be found in the minutes	Hard copy, via email, and website
Bye-laws	Hard copy, via email
<p><b>Class 5 – Our policies and procedures:</b> Current written protocols, policies and procedures for delivering our services and responsibilities.</p>	
Policies and procedures for the conduct of council business:	
Procedural Standing Orders	Hard copy, via email, and website
Committee and sub-committee Terms of Reference	Hard copy, via email, and website
Delegated authority in respect of officers	Hard copy, via email, on Standing Orders and details can also be found in minutes.
Code of Conduct	Hard copy, via email, and website

Policy statements	Hard copy, via email, and website
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services. Please note that some information may be restricted due to its confidential nature.	Hard copy, via email, and website
Equality and diversity policy	Hard copy, via email, and website
Health and safety policy	Hard copy, via email
Recruitment policies (including current vacancies)	Hard copy, via email
Policies and procedures for handling requests for information	Hard copy, via email, and website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy, via email, and website
Information security policy	Hard copy, via email
Records management policies (records retention, destruction and archive)	Not currently held – use good practice and legal guidelines
Data protection policies	Hard copy, via email, and website
Schedule of charges (for the publication of information) – as per this document	Hard copy, via email, and website
<b>Class 6 – Lists and Registers:</b> Currently maintained lists and registers only. Some information may only be available by inspection of hard copy.	
Information legally required to hold in publicly available registers	Hard copy
Asset register	Hard copy, via email
Disclosure log indicating the information that has been provided in response to FOIA and EIR requests. (These are recommended as good practice).	Hard copy
Register of members' interests	Hard copy, via email, and website
Register of gifts and hospitality	Hard copy, via email
<b>Class 7 – The services we offer:</b> Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Some information may only be available by inspection of hard copy.	
Allotments – N/A	-

Burial ground	Hard copy, email, and website
Community centre	Website
Parks, playing fields and recreational facilities	Website
Seating, litter bins, clocks, memorials and lighting	Email and website
Bus shelters	Email and website
Markets – N/A	
Public conveniences	Email and website
Agency agreements	-
List of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees).	Hard copy, via email, and website

### Information Exempt from Disclosure

- Personal information relating to Councillors, other than that information which is required to be declared in the Members' Register of Interests
- Personal information relating to employees
- Tenders and bids from contractors and suppliers
- Information discussed in closed session of a Council meeting, where it has been determined under the Public Bodies (Admissions to Meetings) Act 1960 that publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted. This information will fall under one of the categories above.

### Schedule of Charges

- Eligible information can be inspected at the Parish Office, by pre-arranged appointment. There is no charge for this.
- Where information is published on the website by way of a PDF file, this can be downloaded, with no charge.
- Emailed copies of documents can be provided, with no charge.
- Photocopies or hard copies of documents (that can be provided without breaching copyright laws) can be provided at a charge of 15p per single A4 sheet. This charge is based on the actual cost incurred by the Parish Council.
- If hard copies of documents which are available on the website are requested, the charges per sheet (as above) will apply.
- Any hard copies of documents which are requested via the post, will be subject to an additional charge which will be the actual charge of 2<sup>nd</sup> class postage.
- Where a lengthy and detailed search of archived Parish Council records is required, this will be subject to an administration fee of £20 per hour plus the prevailing photocopying charges.
- The Parish Council is registered with the Information Commissioner's Office. Registration number Z1228871.

This document is based on the "Parish/community council template guide to information" (Version 3.0 202111029) published by the Information Commissioner's Office (ICO), [www.ico.org.uk](http://www.ico.org.uk)