

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

## **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

<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>	Website Hard Copy	Free 10p a copy
Who's who on the Council and its Committees	Website Hard Copy	Free 10p a copy
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy	Free 10p a copy
Location of main Council office and accessibility details	Website Hard Copy	Free 10p a copy
Staffing structure	Website Hard Copy	Free 10p a copy
	Website Hard Copy	Free 10p a copy
<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>	Website Hard Copy	Free 10p a copy
Annual return form and report by auditor	Website	Free

	Hard Copy	10p a copy
Finalised budget	Website Hard Copy	Free 10p a copy
Precept	Website Hard Copy	Free 10p a copy
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p a copy
Grants given and received	Website Hard Copy	Free 10p a copy
List of current contracts awarded and value of contract	Website Hard Copy	Free 10p a copy
Members' allowances and expenses	Website Hard Copy	Free 10p a copy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	Website Hard Copy	Free 10p a copy
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)	Website Hard Copy	Free 10p a copy
Quality status	N/A	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Website Hard Copy</p>	<p>Free 10p a copy</p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Website Hard Copy</p>	<p>Free 10p a copy</p>
<p>Agendas of meetings (as above)</p>	<p>Website Hard Copy</p>	<p>Free 10p a copy</p>
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard Copy</p>	<p>Free 10p a copy</p>
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Website Hard Copy</p>	<p>Free 10p a copy</p>
<p>Responses to consultation papers</p>	<p>Website Hard Copy</p>	<p>Free 10p a copy</p>
<p>Responses to planning applications</p>	<p>Website Hard Copy</p>	<p>Free 10p a copy</p>
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Website Hard Copy</p>	<p>Free 10p a copy</p>
<p>Policies and procedures for the conduct of council business:</p>	<p>Website Hard Copy</p>	<p>Free 10p a copy</p>

Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
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 Equality and diversity policy Health and safety policy 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)	Website Hard Copy	Free 10p a copy
Information security policy	Website Hard Copy	Free 10p a copy
Records management policies (records retention, destruction and archive)	Website Hard Copy	Free 10p a copy
Data protection policies	Website Hard Copy	Free 10p a copy
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may	

Currently maintained lists and registers only	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)	Website Hard Copy	Free 10p a copy
Assets register	Website Hard Copy	Free 10p a 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 Hard Copy	Free 10p a copy
Register of members' interests	SDC Website Hard Copy	Free 10p a copy
<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	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website Hard Copy	Free 10p a copy
Seating, litter bins	Website Hard Copy	Free 10p a copy
Bus shelters	Website Hard Copy	Free 10p a copy

Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

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BS24 0DF

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 @10.p per sheet (black & white)	Actual cost 10 p
	Photocopying @ 10p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class