

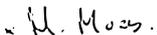
# COLLINGHAM WITH LINTON PARISH COUNCIL

## MODEL PUBLICATION SCHEME

Adopted from ICO 2021 Model Publications Scheme

Version: FINAL v1.0 03/06/2025

This model publication scheme was reviewed and adopted by the council at its meeting held on 3<sup>rd</sup> June 2025.

Signed : *Marianne Moses* Chair 

Date: 03/06/2025

This document details the information which Collingham with Linton Parish Council aims to make readily available under the ICO model publication scheme except where:

- It does not hold the information
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute
- The information is readily and publicly available from an external website
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource-intensive to prepare the material for routine release

Information will ideally be requested in an electronic format, or directly via the website for which there is no charge. For hard copies, printing and postage costs will be incurred, details of which can be found at the end of the policy. Some information will only be available by inspection only and inspection will need to be arranged with the Parish Clerk. All requests for information should be made to the Parish Clerk: [clerk@collinghamlintonparishcouncil.gov.uk](mailto:clerk@collinghamlintonparishcouncil.gov.uk).

<b>Information to be published</b>	
<b>Class 1 - Who we are and what we do</b>	
This will be current information only	
List of Council members and their responsibilities as well a list of Council Committees	Hard copies, email or website
Details of any representation on local public bodies	Hard copies, email or website
Postal address	No postal address
Contact details for Parish Clerk and Council members	Hard copies, email or website
Location of main Council office and accessibility details	No office
Staffing structure	Single employee
<b>Class 2 – What we spend and how we spend it</b>	
(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
Statement of accounts & internal audit report in the format inc Annual Return	Hard copies, email or website
Finalised budget	Hard copies, email or website
Precept	Hard copies or email
Borrowing Approval letter	Not held
All items of expenditure above £100	Not held
Financial Standing Orders and Regulations	Hard copies, email or website
Grants given and received	Hard copies or email
List of current contracts awarded and value of contract	Hard copies or email
Hard copies or email	Hard copies or email
<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	
Annual governance statement in format included in the Annual Return form	Hard copies, email or website
Parish Plan	Hard copies or email
Annual Report to Parish or Community Meeting	Hard copies, email or website
<b>Class 4 – How we make decisions</b>	
(Decision making processes and records of decisions) Current and previous council year as	

a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copies, email, notice boards or website
Agendas of meetings (as above)	
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copies, email or website
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copies or email
Responses to consultation papers	Hard copies or email
Responses to planning applications	Hard copies or email
Bye-laws	Not held
<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: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Code of Conduct</li> <li>• Complaints Procedure</li> <li>• Equal Opportunities Policy</li> <li>• Privacy Policy</li> <li>• Retention Policy</li> <li>• Staff privacy Notice</li> <li>• Social Media Policy</li> <li>• Vexatious Policy</li> <li>• Memorial Policy</li> <li>• Grants Policy</li> </ul>	Hard copies, email or website
<b>Class 6 – Lists and Registers</b>	
Currently maintained lists and registers only	
Assets register, including details of public land and building assets	Hard copies, email or website
Disclosure log indicating the information provided in response to FOIA and EIR requests(if any)	Hard copy or email
Register of members' interests	Hard copies, email or website
Register of gifts and hospitality(if any)	Hard copy or email
<b>Class 7 – The services we offer</b>	
Current information only	
Parks, playing fields and recreational facilities	Hard copy or email
Seating, litter bins, Little libraries, memorials and lighting	Hard copy or email
Services for which we are entitled to recover a fee and details of those fees	Hard copy or email

### 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 @ 20p per sheet	Actual cost
	Postage (Royal Mail 2 <sup>nd</sup> Class)	Actual cost