

LYTHE PARISH COUNCIL

Information available under the model publication scheme and on www.lytheparishcouncil.org

Information to be published	How information can be obtained
Class1 - Who we are and what we do	
(Organisational information, structures, locations and contacts). This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	
<ul style="list-style-type: none"> • Who's who on the Council and its Committees 	Website, hard copy
<ul style="list-style-type: none"> • Contact details for Parish Clerk, i.e., telephone number, email address and postal address 	Website, hard copy
<ul style="list-style-type: none"> • Location of main Council office and accessibility details 	N/A
<ul style="list-style-type: none"> • Staffing structure 	N/A
Class 2 – What we spend and how we spend it	
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	
<ul style="list-style-type: none"> • Annual return form and report by auditor 	Website, hard copy
<ul style="list-style-type: none"> • Finalised budget 	Hard copy
<ul style="list-style-type: none"> • Precept 	Hard copy
<ul style="list-style-type: none"> • Borrowing Approval letter 	N/A
<ul style="list-style-type: none"> • Financial Standing Orders and Regulations 	Website, hard copy
<ul style="list-style-type: none"> • Grants/donations given and received 	Hard copy
<ul style="list-style-type: none"> • List of current contracts awarded and value of contract 	Hard copy
<ul style="list-style-type: none"> • Members' allowances and expenses 	Hard copy
<ul style="list-style-type: none"> • Clerk's expenses. 	Hard copy
Class 3 – What our priorities are and how we are doing	
(Strategies and plans, performance indicators, audits, inspections and reviews)	
<ul style="list-style-type: none"> • Parish Plan (current and previous year as a minimum) 	N/A
<ul style="list-style-type: none"> • Annual Report to Parish or Community Meeting (current and previous year as a minimum) 	Website, hard copy
<ul style="list-style-type: none"> • Quality status 	N/A
<ul style="list-style-type: none"> • Local charters drawn up in accordance with DCLG guidelines 	N/A

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Class 4 – How we make decisions	
(Decision making processes and records of decisions) Current and previous council year as a minimum	
<ul style="list-style-type: none"> • Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) 	Website, hard copy
<ul style="list-style-type: none"> • Agendas of meetings (as above) 	Website, hard copy
<ul style="list-style-type: none"> • Minutes of meetings (as above) NB: excluding information that is properly regarded as private to the meeting. 	Website, hard copy
<ul style="list-style-type: none"> • Reports presented to council meetings NB: excluding information that is properly regarded as private to the meeting. 	Website, hard copy
<ul style="list-style-type: none"> • Responses to consultation papers (included in minutes) 	Website, hard copy
<ul style="list-style-type: none"> • Responses to planning applications (included in minutes) 	Website, hard copy
<ul style="list-style-type: none"> • Bye-laws 	N/A
Class 5 – Our policies and procedures	
(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"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements. 	Website, hard copy
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal 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 • Complaint's procedure (including those covering requests for information and operating the publication scheme). 	Website, hard copy
<ul style="list-style-type: none"> • Security Incident Policy 	Website, hard copy
<ul style="list-style-type: none"> • Records management policies (records retention, destruction and archive) 	Website, hard copy
<ul style="list-style-type: none"> • Data protection policies 	Website, hard copy
<ul style="list-style-type: none"> • Schedule of charges (for the publication of information) 	Hard copy

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Class 6 – Lists and Registers	
Currently maintained lists and registers only. Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	
• Asset Register	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)	N/A
• Register of members' interests	LPC website
• Register of gifts and hospitality	N/A
Class 7 – The services we offer	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	
• Allotments	N/A
• Burial grounds and closed churchyards	N/A
• Community centres and village halls	N/A
• Parks, playing fields and recreational facilities	N/A
• Seating, litter bins, clocks, memorials and lighting	Website, hard copy
• Bus shelters	Website, hard copy
• 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)	N/A
• Defibrillator	Website, hard copy
Additional Information	
This will provide Councils with the opportunity to publish information that is not itemised in the lists above	

Contact details: Judy Clark, Clerk to the Council, c/o Cliff View, East Row, Sandsend, North Yorkshire YO21 3SU

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
Disbursement cost	Photocopying @ 10p/sheet (black & white) 50p/sheet colour	Actual cost incurred by the public authority
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

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