



Information available from Linby Parish Council under the ICO model publication scheme.

Information to be published	How the information can be obtained	Cost
<p><b>Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. On the Parish Council's website <a href="http://www.linby.org.uk">www.linby.org.uk</a></li> <li>2. Email at <a href="mailto:liz.linbypc@sky.com">liz.linbypc@sky.com</a></li> <li>3. By prior arrangement with the Clerk telephoning 07971700434</li> </ol>	<p>Information on the website is free of charge.</p> <p>All copies are charged at 10p per sheet unless stated plus postage if applicable</p>
<p>Who's who on the Council and its Committees</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. On the Parish Council's website <a href="http://www.linby.org.uk">www.linby.org.uk</a></li> <li>2. Email at <a href="mailto:liz.linbypc@sky.com">liz.linbypc@sky.com</a></li> <li>3. By prior arrangement with the Clerk telephoning 07971700434</li> </ol>	<p>As above</p>
<p>Contact details for the Parish Council (details of Clerk and Parish Councillors)</p>	<p>As above</p>	<p>As above</p>
<p>Location of main Council office and accessibility details</p>	<p>Not held</p>	<p>N/A</p>
<p>Staffing structure</p>	<p>Not held</p>	<p>As above</p>
<p><b>What we spend and how we spend it</b></p> <p>(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>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. On the Parish Council's website <a href="http://www.linby.org.uk">www.linby.org.uk</a></li> <li>2. Email at <a href="mailto:liz.linbypc@sky.com">liz.linbypc@sky.com</a></li> <li>3. By prior arrangement with the Clerk telephoning 07971700434</li> </ol>	<p>As above</p>
<p>Annual return form report by auditor</p>	<p>As above</p>	<p>As above</p>
<p>Finalised budget &amp; Precept</p>	<p>As above</p>	<p>As above</p>
<p>Financial Standing Orders Regulations</p>	<p>As above</p>	<p>As above</p>
<p>Grants given and received</p>	<p>As above</p>	<p>As above</p>

List of current contracts awarded and value of contract	As above	As above
Members' allowances and expenses	As above	As above
<b>What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)	Can be viewed via the following:  1. On the Parish Council's website <a href="http://www.linby.org.uk">www.linby.org.uk</a> 2. Email at <a href="mailto:liz.linbyipc@sky.com">liz.linbyipc@sky.com</a> 3. By prior arrangement with the Clerk telephoning 07971700434	As above
Parish Plan	Can be viewed via the following:  1. On the Parish Council's website <a href="http://www.linby.org.uk">www.linby.org.uk</a> 2. Email at <a href="mailto:liz.linbyipc@sky.com">liz.linbyipc@sky.com</a> 3. By prior arrangement with the Clerk telephoning 07971700434	As above
Quality status	Not held	
Local charters drawn up in accordance with DCLG guidelines	Not held	
<b>How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum	Can be viewed via the following:  1. On the Parish Council's website <a href="http://www.linby.org.uk">www.linby.org.uk</a> 2. Email at <a href="mailto:liz.linbyipc@sky.com">liz.linbyipc@sky.com</a> 3. By prior arrangement with the Clerk telephoning 07971700434	As above
Timetable of meetings (Council, any committees/sub committee meetings and parish meetings)	As above	As above
Agendas of meetings (as above)	As above (including the current agenda in the Parish noticeboards)	As above
Minutes of meetings (as above)	As above	As above
Reports presented to the Council meetings	1. Email at <a href="mailto:liz.linbyipc@sky.com">liz.linbyipc@sky.com</a> 2. By prior arrangement with the Clerk telephoning 07971700434	As above
Responses to consultation papers	1. Email at <a href="mailto:liz.linbyipc@sky.com">liz.linbyipc@sky.com</a> 2. By prior arrangement with the Clerk telephoning 07971700434	As above
Responses to planning applications	1. Email at <a href="mailto:liz.linbyipc@sky.com">liz.linbyipc@sky.com</a> 2. By prior arrangement with the Clerk telephoning 07971700434	
Bye-laws	Not held	

<p><b>Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. On the Parish Council's website <a href="http://www.linby.org.uk">www.linby.org.uk</a></li> <li>2. Email at <a href="mailto:liz.linbyipc@sky.com">liz.linbyipc@sky.com</a></li> <li>3. By prior arrangement with the Clerk telephoning 07971700434</li> </ol>	<p>As above</p>
<p>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  Policy statements</p>	<p>As above</p>	<p>As above</p>
<p>Information security policy</p>	<p>Not held</p>	
<p>Record management policies (records, retention, destruction and archive)</p>	<ol style="list-style-type: none"> <li>1. Email at <a href="mailto:liz.linbyipc@sky.com">liz.linbyipc@sky.com</a></li> <li>2. By prior arrangement with the Clerk telephoning 07971700434</li> </ol>	<p>As above</p>
<p>Data protection policies:  Privacy Notice</p>	<p>As above</p>	<p>As above</p>
<p><b>List of Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. On the Parish Council's website <a href="http://www.linby.org.uk">www.linby.org.uk</a></li> <li>2. Email at <a href="mailto:liz.linbyipc@sky.com">liz.linbyipc@sky.com</a></li> <li>3. By prior arrangement with the Clerk telephoning 07971700434</li> </ol>	<p>As above</p>
<p>Assets Register</p>	<ol style="list-style-type: none"> <li>1. Email at <a href="mailto:liz.linbyipc@sky.com">liz.linbyipc@sky.com</a></li> <li>2. By prior arrangement with the Clerk telephoning 07971700434</li> </ol>	<p>As above</p>
<p>Disclosure log</p>	<p>Not held</p>	
<p>Register of members' interests</p>	<p>Can be viewed by the following:</p> <ol style="list-style-type: none"> <li>1. On the website <a href="http://www.gedling.gov.uk">www.gedling.gov.uk</a> or contact 0115 9013901</li> <li>2. Email at <a href="mailto:liz.linbyipc@sky.com">liz.linbyipc@sky.com</a></li> <li>3. By prior arrangement with the Clerk telephoning 07971700434</li> </ol>	<p>As above</p>

Register of gifts and hospitality	<ol style="list-style-type: none"> <li>1. Email at <a href="mailto:liz.linbypc@sky.com">liz.linbypc@sky.com</a></li> <li>2. By prior arrangement with the Clerk telephoning 07971700434</li> </ol>	As above
<p><b>The Services we offer</b></p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. On the Parish Council's website <a href="http://www.linby.org.uk">www.linby.org.uk</a></li> <li>2. Email at <a href="mailto:liz.linbypc@sky.com">liz.linbypc@sky.com</a></li> <li>3. By prior arrangement with the Clerk telephoning 07971700434</li> </ol>	As above
Allotments	Not held	
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held	
Parks, playing field and recreational facilities	Not held	
Seating, litter bins, clocks, memorials and lighting	<p>Where held, can be viewed via the following:</p> <ol style="list-style-type: none"> <li>1. On the Parish Council's website <a href="http://www.linby.org.uk">www.linby.org.uk</a></li> <li>2. Email at <a href="mailto:liz.linbypc@sky.com">liz.linbypc@sky.com</a></li> <li>3. By prior arrangement with the Clerk telephoning 07971700434</li> </ol>	As above
Bus shelters	As above	As above
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
A summary of services for which the council is entitled to recover a fee together with those fees (e.g. burial fees)	Not held	

**Classes of information that are exempt:**

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act
- Information in draft form
- Information that is no longer available as it is contained in files that have been placed in archive storage, or are difficult to access for similar reasons

## Schedule of Charges

<b>Type of Charges</b>	<b>Description</b>	<b>Basis of Charge</b>
Disbursement Cost	Photocopying @ 10p (black and white)	Actual cost*
	Postage	Actual costs of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* the actual cost incurred by the public authority

This publication scheme was updated January 2023