
Grimoldby and Manby Parish Council

PUBLICATION SCHEME

This publication scheme has been prepared and approved by the Information Commissioner for use by parish/town councils.

This publication scheme commits Grimoldby and Manby Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- To specify the information which is held by the Council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the Council makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the Council that has been requested, and any updated versions it holds, unless the Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. (The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act)
- Classes of information
- Who we are and what we do
- Organisational information, locations and contacts, constitutional and legal governance.
- What we spend and how we spend it
- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- What our priorities are and how we are doing
- Strategy and performance information, plans, assessments, inspections and reviews.
- How we make decisions
- Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
- Our policies and procedures
- Current written protocols for delivering our functions and responsibilities.
- Lists and registers
- Information held in registers required by law and other lists and registers relating to the functions of the authority.

- The services we offer
- Advice and guidance, booklets and leaflets, transactions and media releases.
- A description of the services offered.

The classes of information will not generally include:

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

The method by which information published under this scheme will be made available

The Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of the Council, information will be provided on their website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Council will indicate how information can be obtained by other means and provide it by those means. In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so. Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme. Charges which may be made for information published under this scheme. The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Council for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Charges and fees

Charges may be made for information subject to a charging regime specified by Parliament. Charges may be made for actual disbursements incurred such as:

- Photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public. Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act. Requests for information should be made to the Clerk by email clerk@grimoldbyandmanbyparishcouncil.gov.uk or in writing by post to Grimoldby and Manby Parish Council, 9 Alexandra Road, Louth, LN11 0ND

Charges

You can use our website to obtain information for no charge by us. If there is something missing that we can still provide online we will update the website so you can access it. Some documents and information can only

be provided in electronic format but not on the website. We may have to purchase a storage device, packaging and post it to you (if applicable) so there may be costs incurred which you will be advised about to decide if you wish to proceed. If we can only provide information or documents to you in a hard copy format we will advise you of the expected costs before we can provide the information. Typical photocopying/printing costs are estimated to be 15p per A4 sheet per side (cost may be higher for colour copying/printing) plus postage and packaging (if applicable).

Information to be published	How the information can be obtained
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Website https://grimoldby-manby.parish.lincolnshire.gov.uk/</p>
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Website https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/parish-councillors/1</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p> <p>Where possible, provide named contacts including contact phone numbers and email addresses</p>	<p>Website https://grimoldby-manby.parish.lincolnshire.gov.uk/contact</p> <p>https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/parish-councillors/1</p>
<p>Location of main Council office and accessibility details</p>	<p>Website https://grimoldby-manby.parish.lincolnshire.gov.uk/contact</p>
<p>Staffing structure</p>	<p>Website https://grimoldby-manby.parish.lincolnshire.gov.uk/</p>

<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Website</p> <p>A monthly financial report or quarterly Budget Variance Report and Cashbook can be viewed with agenda documents in the pdf download.</p> <p>Annual figures and information relating to the AGAR can be found at:</p> <p>https://grimoldby-manby.parish.lincs.gov.uk/council-business/annual-return-202021/1</p>
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p>Website</p> <p>https://grimoldby-manby.parish.lincs.gov.uk/council-business/annual-return-202021/1</p>
<p>Finalised budget</p>	<p>Website</p> <p>https://grimoldby-manby.parish.lincs.gov.uk/downloads/file/135/budget-2026-27</p>
<p>Precept</p>	<p>Website</p> <p>https://grimoldby-manby.parish.lincs.gov.uk/downloads/file/135/budget-2026-27</p>
<p>Borrowing Approval letter</p>	<p>N/A</p>
<p>All items of expenditure above £100</p>	<p>Website</p> <p>https://grimoldby-manby.parish.lincs.gov.uk/council-business/annual-return-202021/1</p>
<p>Financial Standing Orders and Regulations</p>	<p>Website</p> <p>https://grimoldby-manby.parish.lincs.gov.uk/homepage/governance</p>
<p>Website</p>	<p>Website</p>
<p>List of current contracts awarded and value of contract</p>	<p>N/A</p>
<p>Members' allowances and expenses</p>	<p>N/A</p>

<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>Website https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-return-202021/1</p>
<p>Annual governance statement in format included in the Annual Return form</p>	<p>Website https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-return-202021/1</p>
<p>Parish Plan</p>	<p>N/A</p>
<p>Annual Report to Parish or Community Meeting</p>	<p>Website https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/annual-parish-meeting/1</p>
<p>Quality status</p>	<p>N/A</p>
<p>Local charters drawn up in accordance with DLUHC’s guidelines</p>	<p>N/A</p>
<p>Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant</p>	<p>Hard Copy</p>
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Website See Minutes, Standing Orders and Financial Regulations</p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Website https://grimoldby-manby.parish.lincolnshire.gov.uk/</p>
<p>Agendas of meetings (as above)</p>	<p>Website https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business</p>

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website with relevant pdf of agenda / Hard Copy
Responses to consultation papers	Website with relevant pdf of agenda / Hard Copy
Responses to planning applications	Website https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business
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	Website https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/policies-procedures
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	Website https://grimoldby-manby.parish.lincolnshire.gov.uk/homepage/governance
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 and details of 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 https://grimoldby-manby.parish.lincolnshire.gov.uk/homepage/governance https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/policies-procedures

Records management, personal data and access to information policies	Website https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/policies-procedures
Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	
Class 6 – Lists and Registers	
Currently maintained lists and registers only.	Hard Copy
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard Copy
Assets register, including details of public land and building assets	Website https://grimoldby-manby.parish.lincolnshire.gov.uk/homepage/governance
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy
Register of members' interests	Website https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/parish-councillors/1
Register of gifts and hospitality	Hard Copy
Class 7 – The services we offer	
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Website https://grimoldby-manby.parish.lincolnshire.gov.uk/
Current information only	
Allotments	Website https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/allotments/1
Burial grounds and closed churchyards	N/A
Community centres and village halls	Website https://grimoldby-manby.parish.lincolnshire.gov.uk/council-business/village-hall/1

Parks, playing fields and recreational facilities	Website https://grimoldby-manby.parish.lincolnshire.gov.uk/
Seating, litter bins, clocks, memorials and lighting	Hard Copy
Bus shelters	Hard Copy
Markets	N/A
Public conveniences	N/A
Agency agreements	Hard Copy
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Hard Copy

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 @ 15p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred