HUNDLEBY PARISH COUNCIL

PUBLICATION SCHEME - FREEDOM OF INFORMATION ACT

Last review 7/9/2026
Next Review 9/2028

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1. PUBLICATION SCHEME - FREEDOM OF INFORMATION ACT

1.1 This publication scheme commits Hundleby 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 authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

2. THE SCHEME COMMITS HUNDLEBY PARISH COUNCIL:

2.1 To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.

2.2 To specify the information which is held by the authority and falls within the classifications below.

2.3 To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.

2.4 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.

2.5 To review and update on a regular basis the information the authority makes available under this scheme.

2.6 To produce a schedule of any fees charged for access to information which is made proactively available.

2.7 To make this publication scheme available to the public.

2.8 To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority 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 a specified licence. The term ‘dataset’ is defined in section 11(5) of the Freedom of Information Act. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of that Act.

Class 1 Who we are and what we do

Hundleby Parish Council has eight seats available for election every four years at the same time as East Lindsey District Council elections.

Vacancies are advertised as appropriate and can be filled by election or co-

option. The Council employs one Clerk/ Responsible Financial Officer.

The Council website is **https://hundleby.parish.lincolnshire.gov.uk/**

Council noticeboards can be found on the Green, Church Lane and near Bowman's Ridge.

The Council can be contacted on **clerk@hundlebyparishcouncil.gov.uk**

Information available from	
Who's who on the Council	Website Council noticeboards
Contact details for Parish Clerk and Council members	Website Council noticeboards All councillors can be contacted via the Clerk
Location of main Council office and accessibility details	The Council does not have an office.

Class 2 What we spend and how we spend it

Council finances are raised through a precept, paid by all residents as part of their annual council tax.

The current financial situation is discussed in each Council meeting. All transactions are detailed in the relevant minutes of that meeting.

Information available from	
Annual return form and report by auditor	Website
Finalised budget	Website
Precept	Website
Borrowing Approval letter	Hard copy from Clerk
Financial Standing Orders and Regulations	Website
Grants given and received	Hard copy from Clerk
List of current contracts awarded and value of contract	Hard copy from Clerk
Members' allowances and expenses	Hard copy from Clerk

Class 3 What our priorities are and how we are doing The Annual Parish Meeting, open to all electors, is held in May.	
Information available from	
Parish Plan	Not applicable
Annual Report to Parish or Community Meeting	Hard copy from Clerk
Quality status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable

Class 4 How we make decisions Council meetings are held on the first Monday of each month and are open to the public. Each meeting starts with a period of public forum.	
Information available from	
Timetable of meetings	Website Council noticeboard
Agendas of meetings	Website Council noticeboard
Minutes of meetings	Website
Reports presented to council meetings	Hard copy from Clerk
Responses to consultation papers	Hard copy from Clerk
Responses to planning applications	Website: minutes of relevant council meeting Comments made by Council on specific planning applications may be available at • ELDC Planning Online [1] • Lincolnshire County Council [2]
Bye-laws	Not applicable
[1] Documents relating to most planning applications can be found at ELDC Planning Online **https://www.e-lindsey.gov.uk/article/5112/Planning**	
[2] Planning applications considered by Lincolnshire County Council can be found at **http://lincolnshire.planning-register.co.uk/**	

Class 5 Our policies and procedures	
Information available from	
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
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
Information security policy	Hard copy from Clerk
Records management policies (records retention, destruction and archive)	Hard copy from Clerk
Data protection policies	Website
Schedule of charges (for the publication of information)	Hard copy from Clerk
Class 6 Lists and Registers	
Information available from	
Any publicly available register or list	Hard copy from Clerk
Assets register	Hard copy from Clerk
Disclosure log	Hard copy from Clerk
Register of members' interests	• Website • East Lindsey District Council website • East Lindsey District Council Offices, Manby

Register of gifts and hospitality	East Lindsey District Council Offices, Manby

Class 7 The services we offer A Facebook page is managed to provide information about Council activities.	
Information available from	
Allotments	Website
Burial grounds and closed churchyards	N/A
Community centres and village halls	Website
Parks, playing fields and recreational facilities	N/A
Seating, litter bins, clocks, memorials and lighting	Hard copy from Clerk
Bus shelters	N/A
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)	Hard copy from Clerk

4. Contact details:

Clerk to Council: Mrs Yvonne Smith

37 Halton Road, Spilsby, PE23 5LA

01790 754451 clerk@hundlebyparishcouncil.gov.uk

Exempt Material:

Personal information relating to Councillors (other than required to be declared in Register of Interests)

Personal information relating to employees

Tenders and bids from contractors and

suppliers

(Note: Data Protection Legislation prohibits the publication of certain categories of information)

6. CHARGING POLICY:

Information can be inspected, by appointment, on application to the Clerk

Information that can be copied without breaching copyright laws can be provided by hard copy at the cost per single sided A4 sheet of:

15p (black and white)

30p (colour).

A detailed search of records (for example the Council minutes or archive material) is subject to a charge of £15 per search plus the relevant photocopying charges.

Any photocopies sent by post will be subject to the actual cost of postage and

packaging. Any Statutory Fees will be charged in accordance with the relevant

legislation.

The Parish Council is registered with the Information Commissioner's Office Registration number: ZB210646.

Note 1: Any information which is available on the Parish Council's website is also available from the Clerk subject to the charges set out above for printed copies.

Note 2: Under Data Protection Legislation, the Council is required to review regularly the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to contact the Clerk to ensure that the information they require is still available.

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

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; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;

the information is archived, out of date or otherwise inaccessible; or,

it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

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”.