

Yealmpton Parish Council - Publication Scheme

Adopted 13th October 2025

1. Introduction

This publication scheme commits Yealmpton Parish Council to make information available to the public as part of its normal business activities. The scheme sets out:

- What information is routinely published
- How it can be accessed
- Whether any charges apply, please note if items are required to be posted, additional postage charges will apply to those listed below.

We aim to be open, transparent, and accountable, and to make information easy to find and understand.

2. Classes of Information

The following categories of information are available:

a. Who We Are and What We Do

(Organisational information, structures, locations and contacts)

Information	Format	Charge
Council structure and contact details	Website	Free
	Hard copy	10p/sheet
	Email	Free
Councillor names and responsibilities	Website	Free
	Hard copy	10p/sheet
	Email	Free
Meeting schedules and venues	Website	Free
	Yealmpton Press	Free
	Notice Board	Free
Location of main Council Office and accessibility details	Website	Free

b. 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

Information	Format	Charge
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
	Hard Copy	10p/sheet
	Email	Free
Finalised Budget	Website	Free
	Hard Copy	10p/sheet
	Email	Free
Precept	Website	Free

Minuted in January Parish Council Meeting	Hard Copy Email	10p/sheet Free
Standing Orders and Financial Regulations	Website Hard Copy	Free 10p/sheet
List of Current Contracts and their value	Hard Copy Email	10p/sheet Free
Grants awarded and received (minuted in the relevant Parish Council Meeting)	Website Hard Copy	Free 10p/sheet
Monthly payments (In the Supporting documents with the Agenda)	Website Hard Copy	Free 10p/sheet

c. What Our Priorities Are and How We Are Doing

(Strategies and plans, performance indicators, audits inspections and reviews)

Information	Format	Charge
Annual Audit Report	Website Hard copy	Free 10p/sheet
Annual Report from the Chairman (Annual Parish Meeting Report)	Website Hard copy	Free 10p/sheet

d. How We Make Decisions

(decision making processes and records of decisions)

Information	Format	Charge
Agendas	Website Hard copy Email Notice board (current only)	Free 10p/sheet Free Free
Minutes (minutes before January 2017 are held at the Box archives in Plymouth)	Website Hard copy Email	Free 10p/sheet Free
Summary of the minutes	Yealmpton Press	Free
Timetable of meetings	Website Hard Copy Email Notice Board	Free 10p/sheet Free Free
Reports produced at meetings n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy Email	10p/sheet Free
Responses to consultation papers	Hard copy Email	10p/sheet Free

Responses to planning applications (minuted each meeting)	District Council website	Free
	Website	Free

e. Our Policies and Procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information	Format	Charge
Policies and procedures for the conduct of council business; Standing Orders Financial Regulations Committee Terms of Reference Code of Conduct Publication Scheme Current vacancies	Website Hard copy Email	Free 10p/sheet Free
Policies and Procedures for the provision of services and about the employment of staff; Internal Staff policies Equality and Diversity Policy Health and Safety Policy Recruitment Policies Policies and Procedures for handling requests for information Complaints Procedure	Hard copy Email	10p/sheet Free
Records management, personal data and access to information policies	Hard copy Email	10p/sheet Free

f. Lists and Registers

(Currently maintained lists and registers)

Information	Format	Charge
Asset register	Hard copy Email	10p/sheet Free
Register of Interests	Website (Parish and District) Hard copy Email	Free 10p/sheet Free

g. The Services We Offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Information	Format	Charge
Allotments	N/A	N/A
Burial Grounds and closed churchyards	N/A	N/A
Community Centres and Village Halls	Community Association website www.yealmpton.org Email	Free Free
Parks, playing fields and recreational facilities	N/A	N/A
Bus Shelters	Hard copy Email	10p/sheet Free
Markets	N/A	N/A
Public conveniences	N/A	N/A
A Summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy Email	10p/sheet Free

3. Accessing Information

Information is available:

- On our website: www.yealmpton-pc.gov.uk
- By email or written request to the Clerk Clerk@yealmpton-pc.gov.uk
- In hard copy (on request)

We aim to respond within 20 working days.

4. Charges

Most information is free of charge. Where printing, postage, or copying is required, charges may apply:

10p/sheet black and white copy

50p/sheet colour copying

Postage to be calculated according to the size and weight of the documents being posted.

Statutory fee – in accordance with the relevant legislation.

Officer time to research, collect and copy request £20/hour.

5. Exemptions

Some information may be withheld under exemptions permitted by the Freedom of Information Act, such as:

- Personal data protected by GDPR
- Confidential or commercially sensitive material
- Information not held by the Council
- The information is archived, out of date or otherwise inaccessible
- It would be impractical or resource-intensive to prepare the material for routine release

6. Feedback and Complaints

We welcome feedback on this scheme. Complaints should be directed to the Parish Clerk in the first instance. If unresolved, you may contact the Information Commissioner's Office:

- Website: <https://ico.org.uk>
- Tel: 0303 123 1113