

Yealmpton Parish Council - Publication Scheme

Adopted 13th October 2025

Yealmpton Parish Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme (version 1.2, 2013) without modification.

This Scheme is approved by the ICO and is the basis on which all public authorities must make information available under section 19 of the Freedom of Information Act 2000.

Model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice. This publication scheme commits an authority 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.

The scheme commits an authority:

- 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.
- To specify the information which is held by the authority 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 authority 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 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 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 authority 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 a public authority, information will be provided on a 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, a public authority 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 authority 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 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.

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 Hard copy Email	Free 10p/sheet Free
Councillor names and responsibilities	Website Hard copy Email	Free 10p/sheet Free
Meeting schedules and venues	Website Yealmpton Press Notice Board	Free Free 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 Hard Copy Email	Free 10p/sheet Free
Finalised Budget	Website Hard Copy Email	Free 10p/sheet Free
Precept Minuted in January Parish Council Meeting	Website Hard Copy Email	Free 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	District Council website	Free

(minuted each meeting)	Website	Free
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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
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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