

LOPEN PARISH COUNCIL PUBLICATION SCHEME

Adopted: 26 January 2026

Minute ref: 26/7b

Next review: Annually

Introduction

This publication scheme has been adopted by Lopen Parish Council (the Council) in accordance with the Freedom of Information Act 2000 (S.19), using the ICO Model Publication Scheme. It sets out what information the Council routinely makes available, how it can be accessed, and whether charges are applicable.

The aim is to make information available to the public as part of the Council's normal business activities, thus promoting greater openness and transparency, and reducing the need for formal Freedom of Information (FOI) requests.

The Council is committed to meeting its obligations under:

- Freedom of Information Act 2000
- Openness of Local Government Bodies Regulations 2014
- Transparency Code for Smaller Authorities (2015)
- Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018

Information to be published	How the information can be obtained	Cost – Refer to Schedule of Charges
Class 1 - Who we are and what we do Organisational information, structures, locations and contacts Current information only.	Note Parish Council website: https://www.lopenvillage.org/parish-council	
List of Council members and their responsibilities as any committees Details of any representation on local public bodies	Website & Clerk	
Contact details for Parish Clerk and Council members	Website & Clerk	
Location of main Council office and accessibility details	N/A	
Staffing structure	N/A – Clerk is only employee	
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit. Current and previous financial year as a minimum		
Annual return and report by auditor(s)	Website & Clerk	
Finalised budget	Website & Clerk	
Precept	Website & Clerk	
Financial Regulations	Website & Clerk	
Grants given and received	Clerk	
List of current contracts awarded and value of contract	Clerk	
Members' allowances and expenses	N/A	

Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews Current and previous year as a minimum		
Annual governance statement as included in the Annual Return form	Website & Clerk	
Annual Report to Parish Meeting	Website & Clerk	
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website, Clerk & Notice Board	
Agendas of meetings (as above)	Website, Clerk & Notice Board	
Minutes of meetings (as above) – excluding material that is properly considered to be exempt from disclosure	Website & Clerk	
Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure	Clerk	
Responses to consultation papers	N/A	
Responses to planning applications	Website (minutes), Clerk & Somerset Council website	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
Policies and procedures for the conduct of Council business: Standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website & Clerk	

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)	Clerk	
Records management policies (document retention, destruction and archive)	Clerk	
Data protection and information security policies	Clerk	
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets register	Website & Clerk	
Disclosure log (indicating the information that has been provided in response to FOIA and EIR requests).	Clerk	
Register of members’ interests	Clerk & Somerset Council website	
Register of gifts and hospitality	N/A	
Class 7 – The services we offer Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses Current information only		
Recreational facilities	Website & Clerk	
Seating, litter bins, street furniture	Website & Clerk	
Additional Information Information not itemised in the lists above	None.	

Contact details:

Clerk – Mrs Kim Larsson

e-mail: lopenpc.clerk@gmail.com

Telephone: 07871 935101

Postal address: On request

Exempt Material

Personal information relating to Councillors (other than required to be declared in the Members' 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

Charging Policy

Information can be inspected by arrangement with the Clerk, free of charge. There is no parish office so the information requested will be made available at the next parish council meeting. If this is impracticable for any reason, then copies of the documents can be sent by post. There is unlikely to be any further charge other than printing and second-class Royal Mail postage, but the Parish Council reserves the right to charge to reimburse the cost of the Clerk's time. Applicants will be informed if there is an intention to charge. Information which can be photocopied, without breaching copyright laws, can be copied by the Clerk at the costs set out below.

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per A4 side (black & white)	Estimate of actual cost
	Photocopying @15p per A4 side (colour)	Estimate of actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class