

LOUND PARISH COUNCIL

Publication Scheme

This publication scheme commits Lound 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 Parish Council (the authority). 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.

Who we are and what we do.

Parish Councils are the first tier of local government and are statutory bodies. It's constitution is defined by the Local Government Act 1972 and other acts of statute. Lound Parish Council has seven Parish Councillors (when all places are occupied). They serve electorates, are independently elected, and raise their precept (a form of council tax). Parish

and town council activities fall into three categories: delivering services to meet local needs, giving the community a voice and representation, and improving the quality of life and community wellbeing.

Organisational information, locations and contacts, constitutional and legal governance.

Parish Councillor names and contact information is available via the website at: <https://loundparishcouncil.gov.uk> and Parish Council Noticeboards in the village. Alternatively via the clerk at clerk@loundparishcouncil.gov.uk

Constitutional and legal governance documents are available on the website at: <https://loundparishcouncil.gov.uk>. Alternatively via the clerk at clerk@loundparishcouncil.gov.uk

What we spend and how we spend it.

Information available via: Annual return form and report from auditor / finalised budget / precept / financial regulations and standing orders / grants given and received / list of contracts and value of contract.

<https://loundparishcouncil.gov.uk>. Alternatively via the clerk at clerk@loundparishcouncil.gov.uk

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

As above.

<https://loundparishcouncil.gov.uk>. Alternatively via the clerk at clerk@loundparishcouncil.gov.uk

What our priorities are and how we are doing.

Regular updates at Parish Council meetings and Annual Parish Meetings, which members of the public are welcome and encouraged to attend. Leaflets are distributed to all residents annually with updates on activities and plans. All meetings are minuted and can be viewed on the website:

<https://loundparishcouncil.gov.uk>. Alternatively via the clerk at: clerk@loundparishcouncil.gov.uk

Strategy and performance information, plans, assessments, inspections and reviews.

Neighbourhood Plan can be viewed at:

<https://loundparishcouncil.gov.uk>. Alternatively via the clerk at: clerk@loundparishcouncil.gov.uk

How we make decisions.

Decisions are made at Full Parish Council Meetings according to Standing Orders. Agendas and minutes are displayed on the noticeboards and website according to statutory requirements. Members of the public are invited and encouraged to attend meetings. Standing Orders can be viewed at:

<https://loundparishcouncil.gov.uk>. Alternatively via the clerk at:
clerk@loundparishcouncil.gov.uk

Policy proposals and decisions.

All Policies and records of decision making (via minutes) are held on the website at:

<https://loundparishcouncil.gov.uk>. Alternatively via the clerk at:
clerk@loundparishcouncil.gov.uk

Decision making processes, internal criteria and procedures, consultations.

As above:

<https://loundparishcouncil.gov.uk>. Alternatively via the clerk at:
clerk@loundparishcouncil.gov.uk

Our policies and procedures.

As above:

<https://loundparishcouncil.gov.uk>. Alternatively via the clerk at:
clerk@loundparishcouncil.gov.uk

Current written protocols for delivering our functions and responsibilities.

As above:

<https://loundparishcouncil.gov.uk>. Alternatively via the clerk at:
clerk@loundparishcouncil.gov.uk

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 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.

February 2026

Adopted 2nd March 2026