



## **Lydney Town Council**

Working with the community

### **Publication Scheme Policy Statement**

**Updated 25.01.24**

## **1. INTRODUCTION**

The purpose of the scheme, published with reference to the Information Commissioner's Office. The Model Publication Scheme, is to identify information which is available to publish as part of Lydney Town Council's ("the Council") normal business activities. The model scheme for local councils and this are both produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance to this scheme.

The scheme commits the Council to:

- Proactively publishing or otherwise making available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications detailed in Section 2
- Specifying information which is held by the Council and falls within the classifications detailed in Section 2
- Proactively publishing or otherwise making available as a matter of routine, information in line with the statements contained within this scheme
- Producing and publishing 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
- Reviewing and updating on a regular basis the information made available under this scheme
- Producing a schedule of any fees charged for access to information which is made proactively available
- Making this publication scheme available to the public

## **2. 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 Council functions and responsibilities
- **“Lists and registers”**  
Information held in registers required by law and other lists and registers relating to the functions of the Council
- **“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

### **3. METHODS OF PUBLICATION**

Appendix 1 clearly indicates what information is covered under this scheme and how that it can be obtained.

Wherever possible the Council will publish the information on its website ([www.Lydneytowncouncil.gov.uk](http://www.Lydneytowncouncil.gov.uk)). When publishing information in this way is impracticable, or when an individual does not wish to access the information via this method, the Council will advise how the information can be obtained by alternative means and provide it by those means.

In exceptional circumstances some information may only be available by viewing in person; in such instances 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 the Council 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.

### **4. CHARGES**

Any charges which may be imposed for routinely published material will be justified and kept to a minimum (wherever possible it will be provided Free of Charge). Information published on the website will be free of charge.

The current schedule of charges can be found in Appendix 2.

- If a charge is to be made, confirmation of the payment due will be given before the information is provided.

Charges may be made for actual costs incurred such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information

## **5. WRITTEN REQUESTS**

Information not published under this scheme can be requested in writing. In such instances its provision will be considered in accordance with the provisions of the Freedom of Information Act.

## **APPENDICES**

**Appendix 1** Information available and methods of publication

**Appendix 2** Schedule of Charges

**Michael Greenfield Town Clerk**

*This policy will be kept up to date as the size and nature of the Council changes or as new legislation is introduced.*

*Otherwise date of next review 2027*

## Appendix I

### Information available from Lydney Town Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>WHO WE ARE AND WHAT WE DO</b> <i>(current information only)</i> Organisational information, structures, locations and contacts		
Who's who on the Council and its Committees	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a> & available from Council office	FREE
Contact details for the Town Clerk and Council members <i>(named contacts with telephone number and email address (if used))</i>	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a> & available from Council office	FREE
Location of main Council office and accessibility details: Council Chambers, Claremont House, High Street Lydney GL15 5DX Open: Monday - Thursday 09:00 – 16.00. Friday – 9.00 – 12 noon the office is disabled accessible.	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a> & available from Council office	FREE
Staffing structure	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a> & available from Council office	FREE
<b>WHAT WE SPEND AND HOW WE SPEND IT</b> <i>(current and previous financial year as a minimum)</i> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audits		
Annual Return and report by auditor	Available for viewing at Council Office Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a>  Copies available on request	FREE
Finalised budget	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a>  Copies available from Council Offices	FREE
	Council Tax leaflet distributed annually by Forest of Dean District Council	

Information to be published	How the information can be obtained	Cost
Precept	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a>  Copies of budget available as above  Council Tax leaflet distributed annually by Forest of Dean District Council	FREE
Financial Standing Orders and Regulations	See <i>"Our Policies and Procedures"</i> section below	FREE
Grants	Grants awarded are listed as part of the Finance and Scrutiny Minutes and can be viewed via the Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a>	FREE
List of current contracts awarded and value of contract	Not currently available, under development	FREE
Members' allowances and expenses	No ordinary members allowance is paid; the Mayor receives an annual allowance. Details available on request	FREE
<b>WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>		
Strategies and plans, performance indicators, audits, inspections and reviews		
Lydney Neighbourhood Development Plan	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a> or <a href="mailto:Lydney_NDP_2_NDP@lydneytowncouncil.gov.uk">Lydney NDP 2 NDP@lydneytowncouncil.gov.uk</a>  Hard copies of booklet available on request	FREE
Annual Report to Town Meeting <i>(current and previous year as a minimum)</i>	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a>  Hard copies available from Council Offices  <b>NB</b> Annual report is published in draft for Annual Town Meeting and finalised following adoption of accounts each year	FREE
<b>HOW WE MAKE DECISIONS</b> <i>(current and previous council year as a minimum)</i>		
Decision making processes and records of decisions		
Timetable of meetings	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a> & available from Council office	FREE

(Council, any committee/sub-committee meetings and parish meetings)		
Agendas of meetings (as above)	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a>  Council notice boards  Copies available on request	FREE   See Appendix 2
Minutes of meetings (as above) <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Draft produced within one month of the meeting and available from web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a>  Copies available on request	FREE  See Appendix 2
Reports presented to council meetings <i>NB this will exclude information that is properly regarded as private to the meeting.</i>	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a>  Copies available on request	FREE
Responses to consultation papers	Included in minutes ( <i>see above</i> )	See above
Responses to planning applications	Included in minutes ( <i>see above</i> )	See above (minutes)
Bye-laws	Copies available on request	
<b>OUR POLICIES AND PROCEDURES</b> ( <i>current information only</i> ) Written protocols, policies and procedures for delivering our services and responsibilities	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a> ; currently ➤ Equal Opportunities Policy, ➤ Freedom of Information/Publication Scheme  - Added as and when approved  Copies available on request	FREE  See Appendix 2
Policies and procedures for the provision of services and about the	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a> ; currently	
Employment of staff: ➤ Policies and procedures for handling requests for information ➤ Complaints procedures ( <i>including those covering requests for information and operating the publication scheme</i> )	➤ Equal Opportunities Policy, ➤ Freedom of Information/Publication Scheme  - Added as and when approved	FREE  See Appendix 2

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Information security policy	Copies available on request Not currently available, under development	
Records management policies (records retention, destruction and archive)	Not currently available, under development	
Data protection policies	Not currently available, under development	
Schedule of charges (for the publication of information)	See Appendix 2	
<b>LISTS AND REGISTERS</b> <i>(currently maintained lists and registers only)</i>		
Any publicly available register or list	None available	
Assets Register	Copy available on request	See Appendix 2
Disclosure log (indicating the information that has been provided in response to requests)	Not currently available	
Delegated Powers Log	Copy available on request	
Register of members' interests	Available from the Forest of Dean District Council Website or upon request by phoning; (Tel: 01594 810000)	
Register of gifts and hospitality	Available on request	See Appendix 2



Information to be published	How the information can be obtained	Cost
<b>THE SERVICES WE OFFER</b> <i>(current information only)</i> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Closed Churchyards	There is one closed churchyard in Lydney at St Mary's. It is maintained by Lydney Town Council.	FREE
Parks, playing fields and recreational facilities	The Town Council are sole Trustees for Bathurst Park and Lydney Recreational Grounds	FREE
Allotments	There is currently one allotment site owned/maintained by the Town Council. This is located at South Road, Lydney	FREE
Seating, litter bins, clocks, memorials, signs and lighting	Detailed map showing assets available on request	FREE
CCTV system	Detailed map showing CCTV locations available on request	FREE
Floral Displays, trees and general amenity areas	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a>	FREE
Events, shows and entertainments	Web-site: <a href="http://www.lydneytowncouncil.gov.uk">www.lydneytowncouncil.gov.uk</a> , also advertised in the Quarterly Town Council Newsletter	FREE
<b>ADDITIONAL INFORMATION</b> Provides the Council with the opportunity to publish information that is not itemised in the lists above		

Enquiries or requests for information detailed above should be made to:

**Town Clerk**  
**Mr Michael Greenfield**  
**Council Chambers**  
**Claremont House**  
**High Street Lydney Glos**  
**GL15 5DX Telephone: 01594 842234 Email: [Town.clerk@lydneytowncouncil.gov.uk](mailto:Town.clerk@lydneytowncouncil.gov.uk)**

## Appendix 2

### SCHEDULE OF CHARGES

Charges correct as at January 2024

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 20p per sheet of A4 single sided (black & white)	Actual cost plus nominal charge for electricity consumption, stapling etc.
	Photocopying @ 60p per sheet of A4 single sided (colour)	Actual cost plus nominal charge for electricity consumption, stapling etc.
	Postage	Actual cost of Royal Mail standard 1st class
<b>Statutory Fee</b>	None	In accordance with the relevant legislation (Council to quote the actual statute)
<b>Other</b>		