

**Cranwell, Brauncewell and  
Byard's Leap Parish Council**



**Freedom of Information  
Publication Scheme**

Adopted 15 May 2023

*To be reviewed annually*

Parish Clerk, Village Hall, Old School Lane, Cranwell  
Village, SLEAFORD, Lincolnshire, NG34 8DF

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<http://cranwell.parish.lincolnshire.gov.uk>

<b>Class 1 – Who we are and what we do</b> (Organisational information, structures, locations and contacts)	
<b>Information to be published</b> (This will be current information only)	<b>How the information can be obtained</b>
Who's on the Council and its Committees	Council Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and e-mail address if used)	Council Website
Staffing structure	Council Website
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
<b>Information to be published</b> (This will be current information only)	<b>How the information can be obtained</b>
Current and previous financial year	Council Website
Annual return form and report by auditor	Council Website
Finalised budget	Council Website
Precept	Council Website
Borrowing Approval letter	N/A (no borrowing)
Financial Standing Orders and Regulations	Council Website
Grants given and received	Council Website
List of current contracts and value of contract	Council Website
Members' allowances and expenses	Council Website

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews))	
<b>Information to be published</b>	<b>How the information can be obtained</b>
Annual Report to Parish Meeting	Council Website

<b>Class 4 – How we make decisions</b> (Decision making process and records of decisions)	
<b>Information to be published</b>	<b>How the information can be obtained</b>
Timetable of Meetings (Council and Parish Meetings)	Council Website
Agendas of meetings (as above)	Posted on village notice boards
Minutes of meetings (as above) (N.B. This will exclude information that is properly regarded as private to the meeting)	Council Website (Once approved as Minutes)
Reports presented to Council meetings (N.B. This will exclude information that is properly regarded as private to the meeting)	Hard copy available from the Parish Office
Responses to consultation papers	Hard copy available from the Parish Office
Responses to planning applications	Hard copy available from the Parish Office
Byelaws	Council Website

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	
<b>Information to be published</b>	<b>How the information can be obtained</b>
Policies and procedures for the conduct of council business:	Council Website
Procedural standing orders	Council Website
Committee and sub-committee terms of reference	N/A (no Committees)
Delegated authority in respect of officers	Council Website
Code of conduct	Council Website
Policy statements	Council Website

<b>Class 6 – Lists and Registers</b> (Currently maintained lists and registers only)	
<b>Information to be published</b>	<b>How the information can be obtained</b>
Assets Register	Hard copy available from the Parish Office
Register of Members' Interests	NKDC Website
Register of gifts and hospitality	NKDC Website

<b>Class 7 – The services we offer</b> (Current information only about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
<b>Information to be published</b>	<b>How the information can be obtained</b>
Allotments	N/A
Burial grounds and closed churchyards	N/A
Community centres and village halls	Council Website
Parks, playing fields and recreational facilities	Hard copy available from the Parish Office
Seating, litter bins, clocks, memorials and lighting	Hard copy available from the Parish Office
Bus shelters	Hard copy available from the Parish Office
Markets	N/A
Public conveniences	N/A
Agency agreements	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 available from the Parish Office

**Exempt Material:**

- Personal information relating to Councillors (other than required to be declared in 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 appointment, at the Parish Council Office free of charge (address above).

Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at the cost of 15p per single sided A4 sheet.

A detailed search of records (for example the Council Minutes or archive material) is subject to a charge of £15 per search plus the relevant photocopying charges.

Any photocopies sent by post will be subject to the actual cost of postage and packaging.

**Review of Policy:**

This Policy was approved by the Parish Council at the meeting on 15 May 2023.

**Note 1:** Any information which is available on the Parish Council's website is also available from the Council's Office subject to the charges set out above for printed copies.

**Note 2:** Under Data Protection Legislation, the Council is required to review regularly the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Parish Council to ensure that the information they require is still available.