



LYNG PARISH COUNCIL

Freedom of Information Model Publication Scheme

Hard copies of all documents are available from the Clerk and will be charged in accordance with the Schedule at the end of this document. Where indicated, the Council's website is www.lyng-pc.gov.uk

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	From the Council's website – As a hard copy from the Clerk, or electronically attached to an email from the Clerk
Who's who on the Council (and where applicable) its committees	From the Council's website As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk
Contact details for Parish Clerk and Councillors	From the Council's website Clerk's contact details are at the end of this document. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings at the Lyng Village Hall, meetings open to public with accessible parking.
Staffing structure	Clerk is sole employee
Class 2 – 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	From the Council's website or as a hard copy from the Clerk

Annual Return AGAR return form and report by auditor	From the Council's website or as a hard copy from the Clerk
Finalised budget	From the Council's website or as a hard copy from the Clerk
Precept	From the Council's website or as a hard copy from the Clerk
Financial Regulations (and associated policies) and Standing Orders	From the Council's website or as a hard copy from the Clerk
Asset Register and Asset Register Policy	From the Council's website or as a hard copy from the Clerk
Grants given and received & Grant Award Policy (and application form)	From the Council's website or as a hard copy from the Clerk
List of current contracts awarded and value of contract	From the Council's website or as a hard copy from the Clerk
Councillors' allowances and expenses	Currently N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Action Plan	From the Council's website or as a hard copy from the Clerk
Chairman's Annual Report to Parish Meeting (current year only)	From the Council's website or as a hard copy from the Clerk
Minute relating to General Power of Competence adoption	Adopted July 2023, From the Council's website or as a hard copy from the 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	From the Council's website or as a hard copy from the Clerk
Agendas of meetings (as above)	From the Council's website or as a hard copy from the Clerk Displayed on noticeboard and on Lyng Village Facebook page
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	From the Council's website or as a hard copy from the Clerk
Reports presented to council meetings - note this will exclude information that is properly regarded as confidential to the meeting	From the Council's website or as a hard copy from the Clerk
Responses to planning applications	See Minutes from the Council's website, email or hard copy from the Clerk
Responses to consultation papers	Recorded on Breckland District Council website From the Council's website or as a hard copy from the Clerk
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only	

Policies reviewed annually including Standing Orders and Financial Regulations (and associated policies)	From the Council's website or as a hard copy from the Clerk (For a full list of policies please see website)
Code of Conduct Bullying and Harassment Policy Dispensation Request Policy Delegation of Authority Policy	From the Council's website or as a hard copy from the Clerk
Equal Opportunities & Diversity Policy Safeguarding Policy	From the Council's website or as a hard copy from the Clerk
Public Participation Policy Protocol for recording of meetings	From the Council's website or as a hard copy from the Clerk
Co-option Policy and associated documents	From the Council's website or as a hard copy from the Clerk
Complaints procedure Disciplinary & Grievance Policy	From the Council's website or as a hard copy from the Clerk
GDPR related policies – Privacy Statement & Privacy Statement Subject Access Request & FOIA Access to information Policy Data Protection Registration – ICO Record retention Policy / Record disposal Policy	From the Council's website or as a hard copy from the Clerk
IT Policy Social Media Policy Website Accessibility Statement	From the Council's website or as a hard copy from the Clerk
Schedule of charges for the publication of information	From the Council's website or as a hard copy from the Clerk
Class 6 – Lists and Registers Currently maintained lists and registers only	
Asset Register	From the Council's website or as a hard copy from the Clerk
Register of members'/councillors' interests	Available from Breckland District Council website and link on Lyng Parish Council website
Burial Ground Registers	Available only for inspection from the Clerk
Register of gifts and hospitality	Currently N/A
Class 7 – The services we offer Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses and allotment holders. Current information only	Lyng Parish Council currently manages the allotments at Richmond Place, the playing field and play area next to the Village Hall. Any information in relation to these are displayed where appropriate on the Council's website.

Allotment site at Richmond Place, Lyng	From the Council's website or as a hard copy from the Clerk where appropriate
Burial Ground	Burial registers available by inspection only – Documentation relating to the cemetery from the Council's website or as a hard copy from the Clerk
Playing field and play area next to Village Hall	From the Council's website or as a hard copy from the Clerk

There may be some documents / information that have not yet been uploaded onto the Council's website. If this is the case then please email the Clerk with your request.

Contact details of the Clerk

Mrs Jo Boxall, White House, Pettywell, Reepham, NR10 4RN

Tel: 01603 879480

Email: clerk@lyng-pc.gov.uk

Schedule of charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 50p per single-sided sheet (black & white)	Actual cost based on computer printing
	Photocopying @ £1.00p per single-sided sheet (colour)	Actual cost based on computer printing
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery if requested at actual cost

Policy last reviewed and approved by full council – 10th September 2025