

Information available from **Lydiard Millicent Parish Council** under the model publication scheme

Information to be published	How the information can be obtained
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
Who's Who on the Council and its Committees	Hard copy and Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and Website
Location of main Council office and accessibility details	Hard copy and Website
Staffing structure	Website / Clerk
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	
Annual return form and report by auditor	Hard copy and Website
Finalised budget	Hard copy
Precept	Hard copy and Website
Borrowing Approval letter	Hard copy (where applicable)
Financial Standing Orders and Regulations	Hard copy and Website
Grants given and received	Hard copy
List of current contracts awarded and value of contract	Hard copy
Members' expenses	Hard copy
Members' allowances	Not applicable

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	
Parish Plan (current and previous year as a minimum)	Hard copy (if applicable)
Annual Report to Town Meeting (current and previous year as a minimum)	Hard copy (if applicable)
Quality status	Hard copy (if applicable)
Local charters drawn up in accordance with DCLG guidelines	Not applicable
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 parish meetings)	Hard copy, Website and Email
Agendas of meetings (as above)	Hard copy, Website, Email and Noticeboards
Minutes of meetings (as above) – Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy, Website and Email
Reports presented to council meetings - Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy, Website and Email
Responses to consultation papers	Hard copy and Email
Responses to planning applications	Hard copy, Email and Wiltshire Council Website
Bye-laws	Hard copy, Email and Wiltshire 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:	
Procedural standing orders	Hard copy, Email and Website

Working Party / Steering Group terms of reference	Hard copy, Email and Website
Delegated authority in respect of officers	Hard copy, Email and Website
Code of Conduct	Hard copy, Email and Website
Policies and procedures for the provision of services and about the employment of staff	Hard copy
Internal policies relating to the delivery of services:	
Equality and Diversity policy	Not yet in place
Health and Safety policy	Hard copy, Email and Website
Recruitment policies (including current vacancies)	Hard copy, Email and Website
Policies and procedures for handling requests for information	Hard copy, Email and Website
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy, Email and Website
Information security policy	Hard copy, Email and Website
Records management policies (records retention, destruction and archive)	Hard copy, Email and Website
Data protection policies	Hard copy, Email and Website
Schedule of charges (for the publication of information)	Hard copy, Email and Website
Class 6 – Lists and Registers	(Hard copy; some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list	Hard copy
Asset Register	Hard copy
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by Parish Councils)	Not applicable
Register of members' interests	Hard copy and Website
Register of gifts and hospitality	Hard copy
Class 7 – The services we offer	(Hard copy or Website; some information may only be available by inspection)
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	Hard copy and Website
Allotments	Not applicable

Burial grounds and closed churchyards	Hard copy
Community centres and village halls	Not applicable
Parks, playing fields and recreational facilities	Hard copy and Website
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Markets	Not applicable
Public conveniences	Not applicable
Agency agreements	Not applicable
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and Website

Contact details:

Parish Clerk: Hayley Graham

Jubilee Club House, Meadow Springs, Lydiard Millicent, SN5 3NH

Tel: 07999 641919 Email: clerk@lydiardmillicent-pc.gov.uk Website: www.lydiardmillicent-pc.gov.uk

SCHEDULE OF CHARGES

- (i) One copy of any available document will be supplied free of charge to any resident within the Parish of Lydiard Millicent.
- (ii) Multiple copies of any available document will be supplied to any resident within the Parish of Lydiard Millicent payment of the actual cost of copying and postage.
- (iii) Any single copy of any available document, or multiple copies of same, will only be provided to any resident outside the Parish of Lydiard Millicent or to any company or corporate body, on payment of a sum not exceeding £25.00 for administrative expenses plus the actual cost of copying and postage.

Adopted by Lydiard Millicent Parish Council at its meeting held on Thursday 3 July 2025 (min ref.25.53)