

Lydford Parish Council Publication Scheme:
Schedule of fees (Updated December 2025)

Information to be published	How the information can be obtained	Cost (sheet is single sided)
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	Website / Hard Copy	15p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))		
Location of main Council office and accessibility details		
Staffing structure		
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)		
Annual return form and report by auditor	Website / Hard Copy	15p per sheet
Finalised budget		
Precept		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Community Plan	n/a	
Annual Report to Parish or Community Meeting	Website / Hard Copy	15p per sheet
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings	Website / Hard Copy	15p per sheet
Agendas of meetings		
Minutes of meetings (this will exclude information that is properly regarded as private to the meeting).		
Reports presented to council meetings –(excluding information that is properly regarded as private to the meeting)		
Responses to consultation papers	Hard Copy	
Responses to planning applications		
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website / Hard Copy	15p per sheet

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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website / Hard Copy	15p per sheet
Information security policy	Hard Copy	15p per sheet
Records management policies (records retention, destruction and archive)		
Data protection policies	Website / Hard Copy	15p per sheet
Schedule of charges for the publication of information		
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Website / Hard Copy	15p per sheet
Disclosure log	n/a	
Register of members' interests	Hard Copy	
Register of gifts and hospitality	n/a	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	n/a	
Burial Grounds	n/a	
Community Centre & Village Hall	n/a	
Parks, playing & recreation fields	n/a	
Seating, litter bins	See asset register	15p per sheet
Bus shelter		
Public conveniences	Hard Copy	

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 15p per single sided sheet (black & white)	Actual cost of production
	Photocopying @ 15p per single sided sheet (colour)	
	Postage – as per Royal Mail	Actual cost of Royal Mail standard 2nd class
Statutory Fee	Some statutes define the charge to be levied for information	As defined by statute (Act & Section will be quoted when relevant)