



Information available from Linby Parish Council under the ICO model publication scheme.

Updated: April 2026.

| Information to be published  | How the information can be obtained   | Cost   |
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| <p><b>Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p>  | <p>Can be viewed via on the Parish Council's website:<br/> <a href="http://www.linbyparishcouncil.co.uk">www.linbyparishcouncil.co.uk</a></p> <p>Or email the Clerk at:<br/> <a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a></p> | <p>Information on the website is free of charge.</p> <p>All copies are charged at 10p per sheet unless stated plus postage if applicable</p> |
| <p>Who's who on the Council and its Committees</p>   | <p>As above</p>   | <p>As above</p>  |
| <p>Contact details for the Parish Council (details of Clerk and Parish Councillors)</p>  | <p>As above</p>   | <p>As above</p>  |
| <p>Location of main Council office and accessibility details</p>   | <p>Not held</p>   | <p>N/A</p>   |
| <p>Staffing structure</p>  | <p>Not held</p>   | <p>As above</p>  |
| <p><b>What we spend and how we spend it</b></p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p> | <p>Can be viewed via on the Parish Council's website:<br/> <a href="http://www.linbyparishcouncil.co.uk">www.linbyparishcouncil.co.uk</a></p> <p>Or email the Clerk at:<br/> <a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a></p> | <p>As above</p>  |
| <p>Annual return form report by auditor</p>  | <p>As above</p>   | <p>As above</p>  |
| <p>Finalised budget &amp; Precept</p>  | <p>As above</p>   | <p>As above</p>  |
| <p>Financial Standing Orders Regulations</p>   | <p>As above</p>   | <p>As above</p>  |
| <p>Grants given and received</p>   | <p>As above</p>   | <p>As above</p>  |
| <p>List of current contracts awarded and value of contract</p>   | <p>As above</p>   | <p>As above</p>  |
| <p>Members' allowances and expenses</p>  | <p>As above</p>   | <p>As above</p>  |

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| <p><b>What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>                                      | <p>Can be viewed via on the Parish Council's website:<br/> <a href="http://www.linbyparishcouncil.co.uk">www.linbyparishcouncil.co.uk</a></p> <p>Or email the Clerk at:<br/> <a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a></p> | As above |
| Parish Plan  | As above  | As above |
| Quality status   | Not held  |          |
| Local charters drawn up in accordance with DCLG guidelines   | Not held  |          |
| <p><b>How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>                                  | <p>Can be viewed via on the Parish Council's website:<br/> <a href="http://www.linbyparishcouncil.co.uk">www.linbyparishcouncil.co.uk</a></p> <p>Or email the Clerk at:<br/> <a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a></p> | As above |
| Timetable of meetings (Council, any committees/sub committee meetings and parish meetings)   | As above  | As above |
| Agendas of meetings (as above)   | As above (including the current agenda in the Parish noticeboards)  | As above |
| Minutes of meetings (as above)   | As above  | As above |
| Reports presented to the Council meetings  | Email the Clerk at<br><a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a>  | As above |
| Responses to consultation papers   | Email the Clerk at<br><a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a>  | As above |
| Responses to planning applications   | Email the Clerk at<br><a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a>  |          |
| Bye-laws   | Not held  |          |
| <p><b>Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p> | <p>Can be viewed via on the Parish Council's website:<br/> <a href="http://www.linbyparishcouncil.co.uk">www.linbyparishcouncil.co.uk</a></p> <p>Or email the Clerk at:<br/> <a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a></p> | As above |
| <p>Policies and procedures for the conduct of council business:<br/> Procedural standing orders<br/> Committee and sub-committee terms of reference</p>                                | As above  | As above |

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| Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements   |  |          |
| Information security policy  | Not held   |          |
| Record management policies (records, retention, destruction and archive)   | 1. Email the Clerk at <a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a>   | As above |
| Data protection policies:<br>Privacy Notice  | As above   | As above |
| <b>List of Registers</b><br><br>Currently maintained lists and registers only  | Email the Clerk at <a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a>  | As above |
| Assets Register  | Can be viewed via on the Parish Council's website:<br><a href="http://www.linbyparishcouncil.co.uk">www.linbyparishcouncil.co.uk</a><br><br>Or email the Clerk at:<br><a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a>   | As above |
| Disclosure log   | Not held   |          |
| Register of members' interests   | Can be viewed by the following:<br>1. On the website <a href="http://www.gedling.gov.uk">www.gedling.gov.uk</a><br>1. On the Parish Council's website <a href="http://www.linbyparishcouncil.co.uk">www.linbyparishcouncil.co.uk</a><br>2. Email at <a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a> | As above |
| Register of gifts and hospitality  | Email the Clerk at <a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a>  | As above |
| <b>The Services we offer</b><br><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)<br><br>Current information only | Can be viewed via on the Parish Council's website:<br><a href="http://www.linbyparishcouncil.co.uk">www.linbyparishcouncil.co.uk</a><br><br>Or email the Clerk at:<br><a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a>   | As above |
| Allotments   | Not held   |          |
| Burial grounds and closed churchyards  | Not held   |          |
| Community centres and village halls  | Not held   |          |
| Parks, playing field and recreational facilities   | Not held   |          |
| Seating, litter bins, clocks, memorials and lighting   | Where held, can be viewed via the following:   | As above |

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|  | Can be viewed via on the Parish Council's website:<br><a href="http://www.linbyparishcouncil.co.uk">www.linbyparishcouncil.co.uk</a><br><br>Or email the Clerk at:<br><a href="mailto:clerk@linbyparishcouncil.co.uk">clerk@linbyparishcouncil.co.uk</a> |          |
| Bus shelters   | As above   | As above |
| Markets  | Not held   |          |
| Public conveniences  | Not held   |          |
| Agency agreements  | Not held   |          |
| A summary of services for which the council is entitled to recover a fee together with those fees (e.g. burial fees) | Not held   |          |

#### Classes of information that are exempt:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act
- Information in draft form
- Information that is no longer available as it is contained in files that have been placed in archive storage, or are difficult to access for similar reasons

#### Schedule of Charges

| <b>Type of Charges</b> | <b>Description</b>                   | <b>Basis of Charge</b>                                    |
|------------------------|--------------------------------------|---|
| Disbursement Cost      | Photocopying @ 10p (black and white) | Actual cost*  |
|                        | Postage                              | Actual costs of Royal Mail standard 2 <sup>nd</sup> class |
| <b>Statutory Fee</b>   |                                      | In accordance with the relevant legislation               |

\* the actual cost incurred by the public authority