



Barrowby Parish Council

Email: clerk@barrowbyparishcouncil.gov.uk

Address: Reading Room, Church Street, Barrowby, NG32 1BX

Website: <https://barrowby.parish.lincolnshire.gov.uk>

Guide to Information available under the ICO Model Publication Scheme

Document control

- **Owner:** Full Council
- **Responsible officer:** Clerk / Proper Officer
- **Adopted:** 11.05.2026 (Minute ref: 8e [26/008])
- **Version:** 2026.1
- **Review:** Annually or earlier if legislation/guidance changes
- **Next review due:** January-March 2027 at Full Council for formal adoption at Parish Council May 2027

Guide to Information available under the ICO Model Publication Scheme

1. Introduction

The Freedom of Information Act 2000 requires public authorities, including parish councils, to adopt and maintain a publication scheme. The Information Commissioner's Office has produced a model publication scheme which all public authorities must use. Barrowby Parish Council has adopted the ICO Model Publication Scheme without modification and publishes this Guide to Information and Schedule of Charges to explain what information is routinely available, how it can be accessed, and whether any charge applies. The Council will make information available unless:

- it does not hold the information;
- the information is exempt from disclosure under the Freedom of Information Act 2000 or Environmental Information Regulations 2004; or
- disclosure is otherwise prohibited by law.

The Council aims to make as much information as possible available on its website. Where information is not available online, requests may be made to the Parish Clerk.

2. How information can be accessed

Information may be available:

- on the Council's website;
- by email from the Parish Clerk;
- by paper copy on request; or
- by inspection by prior appointment.

3. Council office arrangements

Barrowby Parish Council **does not maintain a staffed public office**. The Council operates remotely, with councillors and officers working from home.

For correspondence and inspection of documents by prior appointment, the Council uses:

Barrowby Reading Room
Church Street
Barrowby NG32 1BX

This is the Council's correspondence and document inspection address. It is **not** a continuously staffed office and visits are by prior arrangement only.

4. Contact details

Parish Clerk

Dr Claire Vink

clerk@barrowbyparishcouncil.gov.uk

07710 087124

Website

barrowby.parish.lincolnshire.gov.uk

5. Classes of Information

Class 1 – Who we are and what we do

Current information only.

Information available:

- Councillors' names and roles
- Committee structure and terms of reference
- Representation on outside bodies
- Parish Clerk contact details
- Council correspondence address
- Staffing structure

How available:

- Website
- Clerk on request

Charge:

- Usually free electronically
- Paper copies at actual cost

Class 2 – What we spend and how we spend it

Current and previous financial year as a minimum.

Information available:

- AGAR and associated published accounts
- Final approved budget
- Precept demand
- Payment information published by the Council
- Financial Regulations
- Grants awarded and received
- Contracts and procurement information published by the Council
- Members' allowances and expenses, where applicable

How available:

- Website
- Clerk on request

Charge:

- Usually free electronically
- Paper copies at actual cost

Note:

If a category is not applicable to the Council, it will be marked "**not applicable**".

Class 3 – What our priorities are and how we are doing

Current and previous year as a minimum.

Information available:

- Annual Governance Statement
- Annual report to the parish meeting, where produced
- Plans, strategies, and adopted project or service documents the Council chooses to publish
- Relevant impact assessments, where held and suitable for publication

How available:

- Website
- Clerk on request

Charge:

- Usually free electronically
- Paper copies at actual cost

Class 4 – How we make decisions

Current and previous council year as a minimum.

Information available:

- Meeting calendar
- Agendas
- Minutes
- Reports to Council, committees and sub-committees, except exempt information
- Consultation responses where published or recorded
- Planning consultation responses
- Delegated decisions, where recorded for publication
- Byelaws, if any

How available:

- Website
- Clerk on request

Charge:

- Usually free electronically
- Paper copies at actual cost

Class 5 – Our policies and procedures

Current information only.

Information available:

- Standing Orders
- Financial Regulations
- Code of Conduct
- Scheme of Delegation / delegated authority arrangements
- Committee terms of reference
- Complaints procedure
- Policies for requests for information
- Data protection, privacy, records management, retention and security policies
- Employment policies the Council publishes
- Health and safety policies
- Equality-related policies, where adopted
- IT, email, social media and CCTV policies, where adopted

- Publication scheme and schedule of charges

How available:

- Website
- Clerk on request

Charge:

- Usually free electronically
- Paper copies at actual cost

Class 6 – Lists and registers

Currently maintained lists and registers only.

Information available:

- Register of members' interests
- Register of gifts and hospitality, where applicable
- Asset register
- Any other register the Council is legally required to maintain and make publicly available
- FOI/EIR disclosure log, if maintained

How available:

- Website where appropriate
- Inspection by appointment where appropriate
- Clerk on request

Charge:

- Usually free electronically
- Paper copies at actual cost

Class 7 – The services we offer

Current information only.

Information available:

- Allotments
- Burial ground / cemetery information and fees
- Community buildings and venue hire information
- Parks, open spaces, play areas and recreational facilities
- Memorials, benches, bins, lighting and other local amenities managed by the Council
- Newsletters, public notices and community information published by the Council
- Fees and charges for services the Council provides

How available:

- Website
- Clerk on request

Charge:

- Usually free electronically
- Paper copies at actual cost

6. Information not held

Where the ICO template refers to information the Council does not hold, or which is not relevant to the Council's functions, the Guide will state either:

- **Not held**, or
- **Not applicable**.

The Freedom of Information Act covers information the Council **holds**; it does not require the Council to create information it does not hold.

7. Schedule of Charges

Barrowby Parish Council aims to make information available electronically wherever possible free of charge.

Charges may apply only in limited cases, for example:

Type of charge	Description	Basis of charge
Photocopying (black and white)	per A4 sheet	actual cost
Photocopying (colour)	per A4 sheet	actual cost
Postage	Royal Mail or other standard service	actual cost
Larger documents / maps / plans	where special copying is required	actual cost
Statutory fees	where legislation permits or requires a fee	as set by law

No charge will be made for:

- viewing information on the website;
- information sent by email where practicable; or
- inspection of documents by appointment, unless legislation permits otherwise.

If a fee is payable, the Council will let the requester know before providing the information.