

LOPPINGTON PARISH COUNCIL

Publication Scheme

1. Introduction

Loppington Parish Council is committed to transparency and accountability. This publication scheme sets out the information we routinely make available to the public, in accordance with the Freedom of Information Act 2000.

The scheme aims to:

- Inform residents about the council's activities, decisions, and policies.
- Make information accessible in a clear and timely manner.
- Minimise the need for individual FOI requests.

2. How to Request Information

Most information listed in this scheme is available via:

- The parish council website: <https://loppingtonparishcouncil.gov.uk/>
- Parish noticeboards
- Email or post request to the Parish Clerk:
clerk@loppingtonparishcouncil.gov.uk

c/o Old School House, Ash Magna, Whitchurch SY13 4DR

If you require information not listed in this scheme, you may submit a Freedom of Information request under the FOI Act 2000

The Council may refuse a request if:

- The Council does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available elsewhere; we will let you know how you might access the information
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.
- The request is vexatious.
- The request repeats a previous request from the same person.

Requests will be responded to within 20 working days in line with FOI requirements

This scheme does not cover requests for applicant's own personal data. Applicants should make a subject access request under provisions the Data Protect Act 2018.

3. Information Availability & costs

Most information is available free of charge via the council website or noticeboards.

If printed copies are requested, a nominal fee not exceeding £1 per A4 sheet may be applied to cover printing, plus postage.

4. Review of Publication Scheme

This publication scheme will be reviewed annually to ensure information remains accurate and up-to-date.

5. Classes of Information

Information	How the Information is Published
Class 1 - Who we are and what we do	
Council members, their responsibilities and representation on local public bodies	Website
Declarations of Acceptance of Office	Minuted Paper copy
Committees, Sub-committees & working groups	Website
Contact details for Parish Clerk and Council members	Website/Noticeboards
Offices <i>(the Parish Council does not have offices open to the public)</i>	n/a
Staffing structure	Clerk
Class 2 – What we spend and how we spend it	
Financial Regulations	Website
Standing Orders	Website
Budget	Website
Precept	Digital copy
Annual Statement of Accounts	Website
Internal & External Audit Report	Website
Items of expenditure above £100	Website
Background documents, invoices, receipts, cheque book, bank statements	Digital or Paper copy <i>(view on request)</i>
VAT	Digital copy or website financial reports
Contracts	n/a
Grants awarded	Website
Members allowances & Expenses	n/a
Insurance policy	Digital copy
Class 3 – What our priorities are and how we are doing	
Annual governance statement	Website
Risk Management	
Parish Plan	Website
Local Projects & initiatives	Website
Annual Report to Parish Meeting	Website
Quality status	n/a
Class 4 – How we make decisions	
Notices of meetings	Website/Noticeboards
Agendas of meetings	Website
Minutes of meetings <i>(excluding material that is properly considered to be exempt from disclosure)</i>	Website

Reports presented to council meetings (excluding material that is properly considered to be exempt from disclosure)	Website
Responses to consultation papers (scheme of delegation)	Minuted
Planning application consultations & responses (scheme of delegation)	Minuted /Shropshire Council Website
Class 5 – Our policies and procedures	
Equality & Diversity	
Health & Safety	
Complaints	Website
Records Management & Retention	
IT/Homeworking policy	Website
Grant Policy & Application for funding	Website
Class 6 – Lists and Registers	
Assets register	Website
FOI & EIR disclosures log	Digital copy when applicable
Register of members' interests	Website
Register of gifts and hospitality	Digital copy when applicable
ICO registration	ICO register online
Class 7 – The services we offer	
News items / information	Website Village News
War Memorial & Remembrance Service	
Bus Shelter	
Noticeboards x3	
Open space (tan pit)	
Speed Signs	
Defibrillators x 2	
Seating, bins , parish pump	
Miscellaneous items	
Website	

- You may inspect documents and make a longhand copy at a time and a place which is convenient to The Parish Clerk.
- You may **not** remove original documents from the place of business of the Council.
- You may ask the Clerk to for help to define a specific request.
- You may ask the Parish Council to supply a photocopy of a specified document. You will be asked to bear the cost of photocopying.