

Lilleshall Parish Council

Publication Scheme¹

- The parish council publishes much of its information on its website.
- The parish council publishes and distributes a parish newsletter twice a year.
- The parish council has three noticeboards around the parish.
- The parish council has its own website www.lilleshallparishcouncil.gov.uk which contains current and archived information.
- Hard copies of documents will generally be made available for viewing by making an appointment at the Hillside Meeting Room.

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council and its Committees	Website, Noticeboard, minutes, newsletter	Nil
Contact details for Clerk and Councillors (councillor details c/o Parish Clerk unless individual councillors chose to publish individual details themselves)	Website, Noticeboard Telford & Wrekin Website Newsletter	Nil
Location of main Council office and accessibility details	Website, Noticeboard, Newsletter	Nil
Staffing structure	Hard copy	Nil
Class 2 – What we spend and how we spend it		
Annual return and report by auditor	Website, Hardcopy, Council minutes, Noticeboards, by inspection	See charges

¹).
LPC annual turnover sits between the £25, 000 limit for the Transparency Code for Smaller Authorities (2014) and the Local Government Transparency code (2015) which applies to parish councils with an annual turnover of £200, 000 or more. As a result, LPC adheres to a best fit approach which complies with the relevant criteria from each code.

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Finalised budget	Website, Council minutes, by inspection,	Nil
Precept	Council minutes, website	Nil
Financial Standing Orders and Regulations	Website, by Inspection	See charges
Grants given and received	Council minutes, website, parish newsletter	Nil
Class 3 – What our priorities are and how we are doing		
Annual Budget Planning sets out council priorities for the year ahead. Annual Report in May provides a report on the work of the council during the previous year.	Annual Meeting, Website, hard copy, Council minutes	See charges
Class 4 – How we make decisions		
Timetable of meetings, including committee/sub-committee meetings	Website, Noticeboards	Nil
Agendas of meetings, including committee/sub-committee meetings	Website, Noticeboards	Nil
Minutes of meetings including committee/sub-committee meetings. This excludes information that is properly regarded as private and confidential.	Website, Noticeboards, hard copy	See charges
Reports presented to council meetings - This excludes information that is properly regarded as private and confidential.	Hard copy, by Inspection	See charges
Responses to planning applications	Telford & Wrekin Council planning portal Council minutes,	Nil
Class 5 – Our policies and procedures.		
Policies and procedures for the conduct of council business: Procedural Standing Orders Financial Regulations Committee and sub-committee terms of reference Code of Conduct Policy statements	Website, Hard copy	See charges

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Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Safeguarding policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information (FOI) Complaints procedures	Hard copy	See charges
Records management policies (records retention, destruction and archive)	Hard copy	See charges
Data protection policies	Website, hard copy	See charges
Class 6 – Lists and Registers		
Assets Register	Hard copy	See charges
Register of members' interests	Website	Nil
Register of gifts and hospitality	Hard copy	See charges
Class 7 – The services we offer		
Weekly point of contact at the Hillside meeting room every Tuesday ²	Website, newsletter	Nil
Maintenance of parish street lighting and Talbot Centre	Website, newsletter	Nil
Allotments	Website, newsletter	Nil
Defibrillator	Website, newsletter	Nil
Speed Awareness Sign	Website, newsletter	Nil
Bus Shelters		
Parish Newsletter	Hard copy, Website	Nil

² Plus every other Thursday by appointment.

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Grounds maintenance to Church Yard and Parish Planters		
Specific requests for information not covered by the above will be treated within accordance of Freedom of Information Legislation		

SCHEDULE OF CHARGES

The table below describes how the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual*
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the parish council

Contact:

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Adopted by Full Council on: **Tuesday 13th May 2025**

Date of Review: May 2026

Signed by Chairman.....