



Lytham Town Council

Guide to Information-Publication Scheme

(Adopted under Section 19 Freedom of Information Act 2000)

(Adopted: 26/11/2025, Review due: 26/11/2027)

1. Introduction

This Guide to Information lists the classes of information that Lytham Town Council routinely publishes in accordance with its **Freedom of Information Publication Scheme Policy**.

The purpose of this guide is to help members of the public identify and access information easily without the need for a formal Freedom of Information (FOI) request.

Information is available:

- On the Council's website: www.lythamtowncouncil.gov.uk
- By inspection at the Town Council offices (by appointment)
- In printed copy (a reasonable fee may apply)

If you cannot find what you need, please contact the Town Clerk:

✉ Email: clerk@lythamtowncouncil.gov.uk

🏠 Address: Lytham Town Council, c/o Lytham Institute, 27 Clifton St, Lytham, Lancashire, FY8 5EP.

2. Classes of Information

Class 1 - Who we are and what we do

Information about the Council's structure, roles, and contact arrangements.

Information	Format	Charge
Council contact details (office address, telephone, email)	Website / hard copy	Free
Councillors' names, contact details and ward representation	Website / hard copy	Free
Committee structure and membership	Website / hard copy	Free
Council staff structure and key officers' responsibilities	Website / hard copy	Free
Location of Council offices and opening hours	Website	Free
Details of representation on external bodies or partnerships	Website / hard copy	Free

Class 2 - What we spend and how we spend it

Financial information about income, expenditure, and financial management.

Information	Format	Charge
Annual budget and precept information	Website / hard copy	Free
Annual accounts (unaudited and audited)	Website / hard copy	Free
Annual Governance & Accountability Return (AGAR)	Website / hard copy	Free
Grants given or received	Website / hard copy	Free
Members' allowances and expenses	Website / hard copy	Free
Financial Regulations	Website / hard copy	Free
Procurement procedures and contracts awarded	Website / hard copy	Free
Asset Register and Land Holdings	Website / hard copy	Free

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

Strategies, performance indicators, plans, and reports.

Information	Format	Charge
Council Strategy or Corporate Plan	Website / hard copy	Free
Annual Report to residents	Website / hard copy	Free
Community engagement strategy	Website / hard copy	Free
Local and neighbourhood plans (if applicable)	Website / hard copy	Free
Reports on key projects or initiatives	Website / hard copy	Free

Class 4 - How we make decisions

Decision-making processes and records of decisions.

Information	Format	Charge
Full Council and Committee agendas	Website / hard copy	Free
Minutes of meetings (excluding confidential items)	Website / hard copy	Free
Calendar of meetings	Website	Free
Standing Orders and Scheme of Delegation	Website / hard copy	Free
Public consultation documents	Website / hard copy	Free
Responses to planning applications (submitted to LPA)	Website / hard copy	Free

Class 5 - Our policies and procedures

Current written protocols, policies, and procedures for delivering services and responsibilities.

Information	Format	Charge
Standing Orders	Website / hard copy	Free
Financial Regulations	Website / hard copy	Free
Code of Conduct for Members	Website / hard copy	Free
Complaints Procedure	Website / hard copy	Free
Freedom of Information & Data Protection Policy	Website / hard copy	Free

Information	Format	Charge
Publication Scheme Policy (this document)	Website / hard copy	Free
Audio Recording Policy	Website / hard copy	Free
Risk Assessment & Management Policy	Website / hard copy	Free
Equality & Diversity Policy	Website / hard copy	Free
Records Retention Schedule	Website / hard copy	Free
Press & Media Policy	Website / hard copy	Free
Community Engagement Policy	Website / hard copy	Free
Staffing and HR Policies (non-confidential)	Website / hard copy	Free

Class 6 - Lists and Registers

Statutory and administrative lists and registers held by the Council.

Information	Format	Charge
Members' Register of Interests (held by Fylde Borough Council Monitoring Officer)	Link via website	Free
Assets Register	Website / hard copy	Free
Register of land and property	Website / hard copy	Free
Register of gifts and hospitality	Website / hard copy	Free

Class 7 - The services we offer

Information about the Council's services and facilities.

Information	Format	Charge
Summary of Council services and functions	Website / hard copy	Free
Community events information	Website	Free
Allotment provision details (if applicable)	Website / hard copy	Free
Community grants and how to apply	Website / hard copy	Free
Town centre management / community partnerships	Website / hard copy	Free
Contact details for bookings or service access	Website	Free

3. Charges

- Most information is available free of charge from the Council's website.
- Hard copies may be subject to reasonable charges for printing, copying and postage:
 - Black & white photocopying: 10p per sheet
 - Colour photocopying: 25p per sheet
 - Postage: at cost (Royal Mail rates)
- A full quotation will be provided before processing any request involving charges.

4. Review of Policy

The Council will review this Publication Scheme at least annually to ensure it remains up-to-date and relevant.

The Council will also monitor which classes of information have been published, uptake of requests, and feedback from users to inform improvements.

Where the Scheme is amended or updated, the Council will update the date of the latest version and publish details of the changes.

5. Contact Information

For all enquiries relating to this Publication Scheme or to request information:

Town Clerk

Lytham Town Council


 c/o Lytham Institute, 27 Clifton St, Lytham, Lancashire, FY8 5EP

 clerk@lythamtowncouncil.gov.uk

If you are dissatisfied with the Council's response to an information request, you may appeal in writing to the Town Clerk in the first instance.

If you remain dissatisfied, you may contact the **Information Commissioner's Office (ICO)**:

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

 0303 123 1113

 www.ico.org.uk

Version Control

Version	Date	Description of Change	Author
V1	26/11/2025	Policy approved and adopted	Luke Russell C/RFO