

Information available from Hunts Grove Parish Council under the model publication scheme



Information will be provided within 21 days of receipt of request where the information is requested in hard copy or email format. Appointments must be made when requestors wish to inspect the information held by the Parish Council.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
Who's who on the Parish Council and its Committees	Website and hard copy	20p per A4 B&W sheet supplied
Contact details for Parish Clerk and Parish Council members	Website and hard copy	20p per A4 B&W sheet supplied
Location of main Parish Council office and accessibility details	Website and hard copy	20p per A4 B&W sheet supplied
Staffing structure	N/A One member of staff	

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	(hard copy or website)	
Annual return form and report by auditor	Website and hard copy	20p per A4 B&W sheet supplied
Finalised budget	Website and hard copy	20p per A4 B&W sheet supplied
Precept	Website and hard copy	20p per A4 B&W sheet supplied
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website and hard copy	20p per A4 B&W sheet supplied
Grants given and received	Website and hard copy	20p per A4 B&W sheet supplied
List of current contracts awarded and value of contract, if any	Hard copy	20p per A4 B&W sheet supplied
Members' allowances and expenses	Hard copy	20p per A4 B&W sheet supplied
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website and hard copy	20p per A4 B&W sheet supplied
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website and hard copy	20p per A4 B&W sheet supplied
Agendas of meetings (as above)	Website and hard copy	20p per A4 B&W sheet supplied
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website and hard copy	20p per A4 B&W sheet supplied
Reports presented to Parish Council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy	20p per A4 B&W sheet supplied
Responses to consultation papers	Hard copy	20p per A4 B&W sheet supplied
Responses to planning applications	Website and hard copy	20p per A4 B&W sheet supplied
Bye-laws	Not applicable	
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	20p per A4 B&W sheet supplied
<p>Policies and procedures for the conduct of Parish Council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	Website and hard copy	20p per A4 B&W sheet supplied

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Website and hard copy	20p per A4 B&W sheet supplied
Information security policy	Website and hard copy	20p per A4 B&W sheet supplied
Records management policies (records retention, destruction and archive)	Website and hard copy	
Data protection policies	Website and hard copy	20p per A4 B&W sheet supplied
Schedule of charges (for the publication of information)		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	N/A No assets as at July 2021	
Register of members' interests	Website and hard copy	20p per A4 B&W sheet supplied
Register of gifts and hospitality	Hard copy	20p per A4 B&W sheet supplied

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the Parish Council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
None.		

Contact details:

Clerk to Hunts Grove Parish Council

Tel: 01452 345138

clerk@huntsgrove-pc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Paper = 1.5p per sheet Ink = 5.5p per sheet Time = 20p per minute *Actual cost 27p
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation
Other		

* the actual cost incurred by the public authority