

HOLME HALE PARISH COUNCIL

PUBLICATION SCHEME

Approved: 3rd July 2023
Review Schedule: Three years

Information available from Holme Hale Parish Council under the publication scheme

This guidance gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that 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- the information is archived, out of date or otherwise inaccessible; or,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 guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

Information available from Holme Hale Parish Council under the publication scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	
Who's who on the Council and its Committees	Website – www.holme Hale parish council.norfolkparishes.gov.uk Parish notice boards
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website – www.holme Hale parish council.norfolkparishes.gov.uk Breckland council website (no contact details for councillors) Parish notice boards
Location of main Council office and accessibility details	website – www.holme Hale parish council.norfolkparishes.gov.uk and Parish notice boards
Staffing structure	website – www.holme Hale parish council.norfolkparishes.gov.uk and via Clerk
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	
Annual return form and report by auditor	Website – www.holme Hale parish council.norfolkparishes.gov.uk Parish notice boards and Clerk by appointment
Finalised budget	Website – www.holme Hale parish council.norfolkparishes.gov.uk & Clerk by request
Precept	Website – www.holme Hale parish council.norfolkparishes.gov.uk & Clerk by request
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website – www.holme Hale parish council.norfolkparishes.gov.uk & Clerk by request

Grants given and received	Website – www.holmehaleparishcouncil.norfolkparishes.gov.uk , Clerk by request and minutes
List of current contracts awarded and value of contract	Via Clerk and minutes posted on website and notice boards
Members' allowances and expenses	No members allowance Expenses shown on agendas and minutes
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	
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish Meeting (current and previous year as a minimum)	Website – www.holmehaleparishcouncil.norfolkparishes.gov.uk & Clerk by request
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions)	
Current and previous council year as a minimum	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website – www.holmehaleparishcouncil.norfolkparishes.gov.uk & Clerk by request and notice boards
Agendas of meetings (as above) (current agenda only on notice boards)	Website – www.holmehaleparishcouncil.norfolkparishes.gov.uk & Clerk by request and notice boards
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website – www.holmehaleparishcouncil.norfolkparishes.gov.uk & Clerk by request and notice board
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Clerk by request.
Responses to consultation papers	In minutes
Responses to planning applications	In minutes
Bye-laws	N/A

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only

Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website – www.holmehaleparishcouncil.norfolkparishes.gov.uk & Clerk by request
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website – www.holmehaleparishcouncil.norfolkparishes.gov.uk & Clerk by request
Records management policies (records retention, destruction and archive)	Website – www.holmehaleparishcouncil.norfolkparishes.gov.uk & Clerk by request
Data protection policies	Website – www.holmehaleparishcouncil.norfolkparishes.gov.uk & Clerk by request
Schedule of charges (for the publication of information)	see page 6

Class 6 – Lists and Registers

Currently maintained lists and registers only

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A
Assets register	Website – www.holmehaleparishcouncil.norfolkparishes.gov.uk & Clerk by request
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A
Register of members' interests	Website – www.holmehaleparishcouncil.norfolkparishes.gov.uk (via link to Breckland source)
Register of gifts and hospitality	Monitoring Officer at Breckland

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

Seating, litter bins, clocks, memorials and lighting	minutes on website and via clerk
Bus shelters	minutes on website and via clerk

Contact details:

Sheryl Irving (Clerk to Holme Hale Parish Council)
Bay Tree Cottage, School Road, Brisley, Norfolk. NR20 5LH
01362 667756 / holmehaleparishcouncil@gmail.com

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 @ 15p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage £1.15	Actual cost of Royal Mail standard 2 nd class large letter
	Packaging 25p	Actual cost of large letter envelope
Statutory Fee	Statutory fee Any statutory fee incurred by the Council in the delivery of information retrieval.	Actual cost & in accordance with relevant legislation (depending on Fol request)

Note – Items available on the Council website can be downloaded free of charge.
Items provided electronically will also be provided free of charge.