

# **HOLME HALE PARISH COUNCIL**

## **PUBLICATION SCHEME**

**Approved: 5<sup>th</sup> January 2026**  
**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- the information is archived, out of date or otherwise inaccessible; or,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                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Class1 - Who we are and what we do</b><br>(Organisational information, structures, locations and contacts)                                                                     |                                                                                                                                                                                                                              |
| Who's who on the Council and its Committees                                                                                                                                       | Website – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a><br>Parish notice boards                                                                   |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))                                            | Website – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a><br>Breckland council website (no contact details for councillors)<br>Parish notice boards |
| Location of main Council office and accessibility details                                                                                                                         | website – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a> and<br>Parish notice boards                                                               |
| Staffing structure                                                                                                                                                                | website – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a> and<br>via Clerk                                                                          |
| <b>Class 2 – What we spend and how we spend it</b><br>(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 – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a><br>Clerk by appointment                                                                   |
| Finalised budget                                                                                                                                                                  | Website – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a><br>& Clerk by request                                                                     |
| Precept                                                                                                                                                                           | Website – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a><br>& Clerk by request                                                                     |
| Borrowing Approval letter                                                                                                                                                         | N/A                                                                                                                                                                                                                          |
| Financial Standing Orders and Regulations                                                                                                                                         | Website – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a><br>& Clerk by request                                                                     |

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| Grants given and received                                                                                                                        | Website – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a> ,<br>Clerk by request and minutes       |
| List of current contracts awarded and value of contract                                                                                          | Clerk by request and minutes posted on website                                                                                                                             |
| Members' allowances and expenses                                                                                                                 | No members allowance<br>Expenses shown on agendas and minutes                                                                                                              |
|                                                                                                                                                  |                                                                                                                                                                            |
| <b>Class 3 – What our priorities are and how we are doing</b><br>(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 (Chairman's) to Parish Meeting (current and previous year as a minimum)                                                            | Website – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a><br>& Clerk by request                   |
| Quality status                                                                                                                                   | N/A                                                                                                                                                                        |
| Local charters drawn up in accordance with DCLG guidelines                                                                                       | N/A                                                                                                                                                                        |
|                                                                                                                                                  |                                                                                                                                                                            |
| <b>Class 4 – How we make decisions</b><br>(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 – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a><br>& Clerk by request and notice boards |
| Agendas of meetings (as above)<br>(current agenda only on notice boards)                                                                         | Website – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a><br>& 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 – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a><br>& Clerk by request                   |
| 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                                                                                                               | Via link to Breckland website - <a href="#">Breckland   Breckland Online   Search Planning Applications</a> & Clerk by request.                                            |
| By-laws                                                                                                                                          | N/A                                                                                                                                                                        |



## Class 5 – Our policies and procedures

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

Current information only

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

|                                                                                                                                                                  |                                                                                                                                                                      |
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| 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 – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a><br>& 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 – <a href="http://www.holmehaleparishcouncil.norfolkparishes.gov.uk">www.holmehaleparishcouncil.norfolkparishes.gov.uk</a><br>(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:

Clerk to Holme Hale Parish Council

Tel: 01362 667756

Email: [clerk@holmehaleparishcouncil.gov.uk](mailto:clerk@holmehaleparishcouncil.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                                                                  |
|--------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>Disbursement cost</b> | Photocopying @ 15p per sheet (black & white)                                        | Actual cost                                                                      |
|                          | Photocopying @ 15p per sheet (colour)                                               | Actual cost                                                                      |
|                          |                                                                                     |                                                                                  |
|                          | Postage £1.55                                                                       | Actual cost of Royal Mail standard 2 <sup>nd</sup> class large letter            |
|                          | Packaging 25p                                                                       | Actual cost of large letter envelope                                             |
|                          |                                                                                     |                                                                                  |
| <b>Statutory Fee</b>     | Any statutory fee incurred by the Council in the delivery of information retrieval. | Actual cost & in accordance with relevant legislation (depending on FOI request) |

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