

CLOTTON HOOFIELD PARISH COUNCIL

Publication Scheme

Information available from Clotton Hoofield Parish Council under the model publication scheme

This document lists the information that Clotton Hoofield Parish Council provides in order to meet their commitments under the model publication scheme.

Clotton Hoofield Parish Council seeks to make the information 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- the information is archived, out of date or otherwise inaccessible.
- it would be impractical or resource-intensive to prepare the material for routine release.

Information to be published and how the information can be obtained.

Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

This will be current information only.

Website <https://www.clottonhoofieldparishcouncil.co.uk/councillors/>

Who's who on the Council and its Committees

Website <https://www.clottonhoofieldparishcouncil.co.uk/councillors/>

Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address)

Website <https://www.clottonhoofieldparishcouncil.co.uk/contact-us/>

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

Website <https://www.clottonhoofieldparishcouncil.co.uk/finance/>

Annual return form and report by auditor

Website <https://www.clottonhoofieldparishcouncil.co.uk/finance/>

Finalised budget

Website <https://www.clottonhoofieldparishcouncil.co.uk/finance/>

Precept

Website <https://www.clottonhoofieldparishcouncil.co.uk/minutes/>

Financial Standing Orders and Regulations

Website <https://www.clottonhoofieldparishcouncil.co.uk/governance/>

Grants given and received

Website <https://www.clottonhoofieldparishcouncil.co.uk/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

Website <https://www.clottonhoofieldparishcouncil.co.uk/fnance/>

Neighbourhood Plan

Website: <https://www.clottonhoofieldparishcouncil.co.uk/neighbourhood-plan/>

Class 4 – How we make decisions

Decision making processes and records of decisions, current and previous council year as a minimum

Website <https://www.clottonhoofieldparishcouncil.co.uk/minutes/>

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)

Website <https://www.clottonhoofieldparishcouncil.co.uk/meeting-dates/>

Agendas of meetings (as above)

Website <https://www.clottonhoofieldparishcouncil.co.uk/agendas/>

Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting.

Website <https://www.clottonhoofieldparishcouncil.co.uk/minutes/>

Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting.

Website <https://www.clottonhoofieldparishcouncil.co.uk/agendas/>

Responses to parish council consultation papers

Website <https://www.clottonhoofieldparishcouncil.co.uk/agendas/>

Responses to planning applications

Website <https://www.clottonhoofieldparishcouncil.co.uk/agendas/>

Byelaws : **N/A**

Class 5 – Our policies and procedures

Current written protocols, policies and procedures, current information only

Website <https://www.clottonhoofieldparishcouncil.co.uk/governance/>

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 <https://www.clottonhoofieldparishcouncil.co.uk/governance/>

Policies and procedures for the provision of services and about the employment of staff: Equal opportunities policy, Health and safety policy, Complaints procedures (including those covering requests for information and operating the publication scheme)

Website <https://www.clottonhoofieldparishcouncil.co.uk/governance/>

Information security policy

Website <https://www.clottonhoofieldparishcouncil.co.uk/governance/>

Records management policies (records retention, destruction and archive)

Website <https://www.clottonhoofieldparishcouncil.co.uk/governance/>

Data protection policies

Website <https://www.clottonhoofieldparishcouncil.co.uk/governance/>

Schedule of charges (for the publication of information)

Website <https://www.clottonhoofieldparishcouncil.co.uk/governance/>

Class 6 – Lists and Registers

Assets register

Website <https://www.clottonhoofieldparishcouncil.co.uk/finance/>

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 <https://www.clottonhoofieldparishcouncil.co.uk/councillors/>

Register of gifts and hospitality

Website <https://www.clottonhoofieldparishcouncil.co.uk/councillors/>

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.

Website <https://www.clottonhoofieldparishcouncil.co.uk/news-letter/>

Parks, playing fields and recreational facilities : **N/A**

Seating, litter bins, clocks, memorials and lighting

See Assets register

Website <https://www.clottonhoofieldparishcouncil.co.uk/finance/>

Bus shelters:

See Assets Register

Website <https://www.clottonhoofieldparishcouncil.co.uk/finance/>

Contact details:

Trudy Ryall-Harvey

Clotton Hoofield Parish Council

Tel: 07784 486 767 or email: clerk.clottonhoofieldpc@gmail.com

SCHEDULE OF CHARGES

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

Disbursement cost

- Photocopying @ 20p per sheet (black & white) actual cost incurred by the public authority
- Photocopying @ 30p per sheet (colour) actual cost incurred by the public authority
- Postage actual cost of Royal Mail standard 2nd class

Statutory Fee

- In accordance with the relevant legislation