

HONINGHAM PARISH COUNCIL

Publication Scheme

(Freedom of Information Act 2000)

Date Approved: *12 April 2023*

Date for next Review: **April 2024**

Honingham Parish Council provides information in line with Information Commissioners Office (ICO) Model Publication Scheme under the Freedom of Information Act. This Publication Scheme details which Class the information is categorised as, how the information can be obtained and where appropriate any costs which may be applicable to obtain that information. For full details of the information Classes and the ICO Model Publication Scheme please refer to the Council website or the ICO website (current version 1.2).

Information is made available unless:

- the Council 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- the information is archived, out of date or otherwise inaccessible; or,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 scheme is not meant to give an exhaustive list. If a member of the public wishes to see any information which is not on this list please contact the Clerk to discuss your request. The Council can withhold information where the Council deems it appropriate. Further guidance on this can be obtained from the Clerk or the ICO website (www.ico.org.uk).

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>		<p>All Class 1 Information - See costs on page 8</p>
<p>Who's who on the Council and its Committees</p>	<p>Hard copy, website or emailed as attachment</p>	
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Hard copy, website or emailed as attachment. Information is also available on the village noticeboards.</p>	
<p>Location of main Council office and accessibility details</p>	<p>Hard copy, website or emailed. Clerk works from home. Any individual requiring to meet the Clerk can do so at the village hall by appointment only.</p>	
<p>Staffing structure</p>	<p>Clerk is the only employee. Hard copy, website or emailed.</p>	

<p>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)</p> <p>Current and previous financial year as a minimum</p>		All Class 2 Information - See costs on page 8
Annual Governance & Accountability Return (AGAR) forms and report by auditor	Hard copy, website or emailed as attachment.	
Finalised budget	Hard copy, website or emailed as attachment.	
Precept	Hard copy or emailed	
Borrowing Approval letter	Not applicable	
Financial Regulations	Hard copy, website or emailed as attachment.	
Grants given and received	Hard copy or emailed	
List of current contracts awarded and value of contract	Hard copy or emailed if applicable	
Members' allowances and expenses	Currently not applicable	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>		All Class 3 Information - See costs on page 8
Parish Plan (current and previous year as a minimum)	Not applicable	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy, website or emailed as attachment. (See Minutes	

	of Annual Parish Meeting)	
Quality status	Hard copy, website or emailed as attachment if applicable.	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
General Power of Competence adoption	Minutes of meeting where adopted. Hard copy, website or emailed as attachment (currently not applicable)	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		All Class 4 Information - See costs on page 8
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy, website or emailed as attachment, posters on village noticeboards.	
Agendas of meetings (as above)	Hard copy, website or emailed as attachment, posters on village noticeboards.	
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting (e.g. confidential items will be a summary of decisions only).	Hard copy, website or emailed as attachment	
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy, website (included with agenda) or emailed as attachment	
Responses to consultation papers	Hard copy, website or emailed as attachment (see minutes of	

	relevant meeting)	
Responses to planning applications	Hard copy, website or emailed as attachment (see minutes of relevant meeting)	
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		All Class 5 Information - See costs on page 8
Policies and procedures for the conduct of council business: Procedural Standing Orders and Financial Regulations Committee and sub-committee terms of reference (Not applicable) Delegated authority in respect of officers (also refer to Standing Orders) Code of Conduct Policy statements	Hard copy, website or emailed as attachment	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) (Not applicable) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating	Hard copy, website or emailed as attachment (please also refer to the Freedom of Information Act)	

the publication scheme)		
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Not applicable	
Data protection policies or Privacy Statement	Hard copy, website or emailed as attachment	
Schedule of charges (for the publication of information)	Hard copy, website or emailed as attachment (see page 8)	
Class 6 – Lists and Registers		All Class 6 Information - See costs on page 8
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) e.g. cemetery records	Not applicable	
Assets register	Hard copy, website or emailed as attachment	
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)	Not applicable	
Register of members' interests	Hard copy, website (linked to Broadland District Council website) or emailed as attachment	
Register of gifts and hospitality	Not applicable	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	All Class 7 Information - See costs

Current information only		on page 8
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Hard copy, website or emailed as attachment	
Village sign, seating, litter bins, memorials and historical structures.	Hard copy, website or emailed as attachment as applicable	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Not applicable		

Contact details: Fiona Johnston Parish Clerk and Responsible Financial Officer 8 Chapel Street, Hingham, NR9 4JH	Tel: 01953 850426 Email: Clerk.honinghampc@gmail.com Website: www.honinghampc.info
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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 A4 sheet (black & white) – one sided	Actual cost *
	Photocopying @ 50p per A4 sheet (colour) – one sided	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class. Recorded delivery available on request, charged at standard price for service required

* The actual cost incurred by the public authority. Costs are currently set in line with the Norfolk County Council Printing and Copying services provided by Norfolk libraries, this being the most practical photocopying service for use by the Clerk.