

## PARISH INFORMATION PUBLICATION POLICY

It is a duty for parishes, under the Freedom of Information Act, to publish information to the public. Hellifield Parish Council adopted the Model Publication Scheme at the meeting held in February 2011.

Reviewed and updated in March 2016.

Reviewed and updated in September 2021

We are committed to making information available to the public as part of our normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by us.

Our scheme for publishing information (either in print or on the web) commits us:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public

In accordance with the provisions of the Freedom of Information Act 2009 the scheme specifies the classes of information as detailed below. Excluded throughout the scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.

The information contained in each class is available by inspection by contacting The Clerk by email at: [hellifieldpc@gmail.com](mailto:hellifieldpc@gmail.com) or by telephone : 07719072980. Any requests for information will be responded to within 20 days.

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class1 - Who we are and what we do</b>	
Who's who on the Council and its Committees	Website
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website

Location of main Council office and accessibility details	N/A
Staffing structure	N/A
<b>Class 2 – What we spend and how we spend it</b>	
Annual return form and report by auditor	Website
Finalised budget	Hard Copy
Precept	Website
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website
Grants given and received	Hard Copy
List of current contracts awarded and value of contract	Hard Copy
Members' allowances and expenses	Hard Copy
<b>Class 3 – What our priorities are and how we are doing</b>	
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website
Quality status	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A
<b>Class 4 – How we make decisions</b>	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Notice Boards
Agendas of meetings (as above)	Website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy
Responses to consultation papers	Hard Copy
Responses to planning applications	Hard Copy and on CDC Planning Portal
Bye-laws	Hard Copy
<b>Class 5 – Our policies and procedures</b>	
Procedural standing orders	Website
Committee and sub-committee terms of reference	N/A
Delegated authority in respect of officers	Website
Code of Conduct	Website
Policy statements	Website
Policies and procedures for the provision of services and about the employment of staff:	Under Review

Internal 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
Information security policy	Website
Records management policies (records retention, destruction and archive)	Website
Data protection policies	Website
Schedule of charges )for the publication of information)	Website
<b>Class 6 – Lists and Registers</b>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy
Assets Register	Hard Copy
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)	
Register of members' interests	Website
Register of gifts and hospitality	Hard Copy
<b>Class 7 – The services we offer</b>	
Allotments	Website
Burial grounds and closed churchyards	N/A
Community centres and village halls	Website
Parks, playing fields and recreational facilities	Website
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard Copy
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A

**Contact details:**  
**Clerk – Mary Blackwell,**  
[hellifieldpc@gmail.com](mailto:hellifieldpc@gmail.com)  
**07719072980**

**Schedule of Charges:**

A charge of 10p per copy has been agreed by the Council and adopted along with any actual postage costs.