

Hethersgill Parish Council

Chair: Cllr. A.Sisson

Clerk: L. Mowbray
School House
Low Row
Brampton, CA8 2LN
Tel: 07585 115505

Email: Clerk@hethersgillparish.gov.uk

Information Publication Scheme

As well as responding to requests for information, the Parish Council is required to publish information proactively. The Freedom of Information Act requires every public authority to have a publication scheme and to publish information covered by the scheme.

This scheme means the Parish Council will routinely publish certain classes of information including policies, minutes of meetings and annual reports.

Website – www.hethersgillparish.gov.uk

Email – clerk@hethersgillparish.gov.uk

Telephone – Clerk - 07585115505

Write – Clerk, Hethersgill Parish Council, School House, Low Row, Brampton, CA8 2LN

Information to be published	How the information can be obtained	Cost
Class 1 - Who We Are and What We Do (This Will Be Current Information Only)		
Who's who on the Council and its Committees	Website Email Hard copy from Clerk	Free Free 20p/sheet
Contact details for Parish Clerk	Website Email Hard copy from Clerk	Free Free 20p/sheet
Contact details Council members	Website Email Hard copy from Clerk	Free Free 20p/sheet

Class 2 – What We Spend and How We Spend It		
Annual return form (current year)	Website Hard Copy from Clerk	Free 20p/sheet
Report by auditor	Website Hard copy from Clerk	Free 20p/sheet
Finalised budget	Email Hard copy from Clerk	Free 20p/sheet
Precept	Email Hard copy from Clerk	Free 20p/sheet
Financial Standing Orders and Regulations	Website Hard copy from Clerk	Free 20p/sheet
Grants given and received (if applicable)	Website Email Hard copy from Clerk	Free Free 20p/sheet
List of current contracts awarded and value of contract (if applicable)	Email Hard copy from Clerk	Free 20p/sheet

Class 3 – What Our Priorities Are and How We Are Doing		
Parish Plan (current and previous year as a minimum) (if applicable)	Hard copy from Clerk	20p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Email Hard copy from Clerk	Free 20p/sheet

Class 4 – How We Make Decisions Current and Previous Council Year as a Minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Email Website Hard copy from Clerk	Free Free 20p/sheet
Agendas (and associated papers)	Email Website Hard copy from Clerk	Free Free 20p/sheet
Minutes of meetings (as above) – this will exclude information that is properly regarded as confidential	Email Website Hard copy from Clerk	Free Free 20p/sheet

Reports presented to council meetings - this will exclude information that is properly regarded as confidential	Website Email Hard copy from Clerk	Free Free 20p/sheet
Responses to consultation papers	Email Hard copy from Clerk	Free 20p/sheet
Responses to planning applications	Email Hard copy from Clerk	Free 20p/sheet

Class 5 – Our Policies and Procedures - Current Information Only		
Policies and procedures for the conduct of council business	Website (where applicable) Email Hard copy from Clerk	Free Free 20p/sheet
Policies and procedures for the provision of services and about the employment of staff	Website Email Hard copy from Clerk	Free Free 20p/sheet
Records management policies (records retention, destruction and archive)	Website Email Hard copy from Clerk	Free Free 20p/sheet
Data protection policies	Website Email Hard copy from Clerk	Free Free 20p/sheet
Schedule of charges (for the publication of information)	Website Email Hard copy from Clerk	Free Free 20p/sheet

Class 6 – Lists And Registers Currently Maintained Lists and Registers Only		
Any publicly available register or list where applicable	Inspection – contact Clerk	
Assets Register	Website Email Hard Copy	Free Free 20p/sheet
Register of members' interests	Website	Free

Class 7 – The Services We Offer - Current Information Only		
Village hall	Website Email Hard Copy	Free Free 20p/sheet
Parks, playing fields and recreational facilities	Email Hard Copy	Free 20p/sheet
Seating, litter bins, memorials and lighting	Email Hard Copy	Free 20p/sheet
Bus shelters	Email Hard Copy	Free 20p/sheet

SCHEDULE OF CHARGES

Unless a statutory fee applies, most information will be provided free of charge. For instance, information available on the council's website can be downloaded free of charge.

Alternatively, for hard copies it is necessary to charge a fee. Currently this fee will not exceed £10.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet	The actual cost incurred by the public authority.
	Postage	Actual cost of Royal Mail standard 2 nd class

The council will not comply with any request where it will exceed the limit set by the Freedom of Information and Data Protection regulations 2024.

— Document ends here —

Accepted by FCM and Adopted: DATE

Date for next review: DATE

Review: Annually

Amendment Notes -

Date accepted by FCM	Amendment

DRAFT