

# HEMINGFORD ABBOTS PARISH COUNCIL FREEDOM OF INFORMATION SCHEDULE

## UNDER THE APPROVED PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> Organisational information, structures, locations and contacts		
Who's who on the Council and its Committees	Hard copy Website Noticeboard	50p per sheet Free Free
Contact details for Parish Clerk and Council members Named contacts with telephone number and email address	Hard copy Website Noticeboard	50p per sheet Free Free
<b>Class 2 – What we spend and how we spend it</b> Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit		
Annual return form and report by auditor	Hard copy	50p per sheet
Finalised budget	Hard copy	50p per sheet
Precept	Hard copy	50p per sheet
Financial Regulations	Hard copy	50p per sheet
Grants given and received	Hard copy	50p per sheet
List of current contracts awarded and value of contract	Hard copy	50p per sheet
Members' allowances and expenses	Hard copy	50p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> Strategies and plans, performance indicators, audits, inspections and reviews		
Annual Report to Parish Meeting	Hard copy Website	50p per sheet Free 1

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<b>Class 4 – How we make decisions</b>		
Decision making processes and records of decisions		
Timetable of meetings (Council, Committee/Sub-committee Meetings and Parish Meetings)	Website	Free
Agendas of meetings (as above)	Hard copy Noticeboard	50p per sheet Free
Minutes of meetings (as above) NB. This will exclude information that is properly regarded as private to the meeting.	Hard copy Website Noticeboard	50p per sheet Free Free
Reports presented to council meetings NB This will exclude information that is properly regarded as private to the meeting.	Hard copy	50p per sheet
Responses to consultation papers	Hard copy	50p per sheet
Responses to planning applications	Hard copy	50p per sheet
<b>Class 5 – Our policies and procedures</b>		
Current written protocols, policies and procedures for delivering services and responsibilities		
Policies and procedures for the conduct of council business: - Procedural Standing Orders Committee and Sub-committee Terms of Reference Code of Conduct  Policy statements	Hard copy Hard copy Hard copy Website Hard copy Website	50p per sheet 50p per sheet 50p per sheet Free 50p per sheet Free
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy Website Hard copy Website	50p per sheet Free 50p per sheet Free
Information security policy	Under Review	2

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Records management policies (records retention, destruction and archive)	Under Review	
Data protection policies	Under Review	
Schedule of charges for the publication of information)	Hard copy Website	50p per sheet Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list Some information may only be available by inspection	Hard copy	50p per sheet
Assets Register	Hard copy	50p per sheet
Register of members' interests	Hard copy	50p per sheet
Register of gifts and hospitality	Hard copy	50p per sheet
<b>Class 7 – The services we offer</b> Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses		
Parks, playing fields and recreational facilities HAPC is the Administrative Trustee of Hemingford Abbots Playing Field	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	50p per sheet
Footpath leaflet	Hard copy	50p per sheet
<b>Additional Information</b>		
Hemingford Abbots Playing Field Charity - Scheme Document	Hard copy	50p per sheet

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### Contact details:

Clerk to the Parish Council, Email: [parishclerk@hemingford-abbots.org.uk](mailto:parishclerk@hemingford-abbots.org.uk)

Notice Boards are located at the Village Hall, at the junction of Common Lane / Meadow Lane and in New Road

### SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 50p per sheet (black & white)	Actual cost
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation
<b>Other</b>		

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