

Hooe Parish Council

Publication Scheme

This **Model Publication Scheme** has been devised by the Information Commissioner's Office and commits every local council to make information available to members of the public.

Documents that are published and accessed on the parish council's website will be provided free of charge. Any request for a copy of a hard document must be referred to the clerk to action. All requests for hard copies of documents are charged in accordance with the schedule set out below.

This Publication Scheme covers only information the parish council currently hold. If we do not hold some of the information listed below, it will be marked on the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do Organisational information, structures, locations, and contacts Current information only		
List of parish council members and a list members appointed to those committees	Parish Notice Board / hard copy or website	10p per sheet
Postal business address and email address for the parish council Contact details for parish clerk and council members	Parish Notice Board / hard copy or website	10p per sheet
Class 2 – What we spend and how we spend it Financial information about projected and actual income and expenditure, procurement, contracts and financial audit		
Current and Previous Financial as a minimum	Hard copy	10p per sheet
Annual Return Form and Report by Auditor	Hard copy or website	10p per sheet
Finalised Budget	Hard copy	10p per sheet
Precept	Hard copy	10p per sheet
Borrowing Approval Letter	Not Applicable	-
Financial Standing Orders and Regulations	Hard copy or website	10p per sheet
Grants and given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Hard copy	10p per sheet

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		
Annual governance statement in format included in the Annual Return form	Hard copy or website	10p per sheet
Parish Plan (Business Plan)	Not Held	N/A
Annual Report to Parish Meeting Current and previous year as a minimum	Hard copy or website	10p per sheet
Quality status	Not Applicable	N/A
Local charters drawn up in accordance with DLUHC's guidelines	Not Applicable	N/A
Class 4 – How we make decisions Decision making processes and records of decisions Current and previous council year as a minimum		
Timetable of meetings – parish council and committee meetings and parish meetings	Parish Notice Board / Hard copy or website	10p per sheet
Agendas of meetings (as above)	Parish Notice Board / Hard copy or website	10p per sheet
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copy or website	10p per sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copy or website	10p per sheet
Responses to consultation papers (if applicable)	Hard copy or website	10p per sheet
Responses to planning applications	Hard copy	10p per sheet
Bye-laws	Not Applicable	N/A
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
Policies and procedures for the conduct of parish council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Hard copy or website	10p per sheet
Policies and procedures for the provision of services and about the employment of staff:	Hard copy or website	10p per sheet

<ul style="list-style-type: none"> • Instructions to staff and policies relating to the delivery of services (where applicable) • Equality and Diversity policy • Health and Safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Equality and Diversity policy / Recruitment Policy to be established</p> <p>Hard copy or website</p>	
Records management, personal data, security of information and access to information policies	Hard copy or website	10p per sheet
<p>Class 6 – Lists and Registers</p> <p>Information legally required to hold in publicly available registers</p> <p>Currently maintained lists and registers only</p>		
Assets register, including details of public land and building assets	Hard copy or website	10p per sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy or website	10p per sheet
Register of members' interests	Hard copy or website	10p per sheet
Register of gifts and hospitality	To be Implemented	10p per sheet
<p>Class 7 – The services we offer</p> <p>Information about the services we offer, this may include leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p>		
Allotments	Hard Copy	10p per sheet
Burial grounds and closed churchyards	Not Applicable	N/A
Community centres and village halls	Hard copy or website	10p per sheet
Parks, playing fields and recreational facilities	Hard copy or website	10p per sheet
Seating / Dog Bins	Hard copy	10p per sheet
Bus shelter	Hard copy	10p per sheet
Markets	Not Applicable	-
Public conveniences	Not Applicable	-
Agency agreements	Not Applicable	-
<p>Additional Information</p> <p>Information that is not itemised in the lists above.</p>	None	-

Contact Details and Schedule of charges

The Clerk to Hooe Parish Council can be contacted at 1 Thorne Farm Cottages, Ninfield Road, Bexhill, TN39 5JP or on 07548 528754 or at clerk@hooe-pc.gov.uk

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost incurred by the parish council
Disbursement cost	Photocopying @ 50p per sheet (colour)	Actual cost incurred by the parish council
Disbursement cost	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation