

GREAT AND LITTLE HAMPDEN PARISH COUNCIL FREEDOM OF INFORMATION POLICY – PUBLICATION SCHEME

Version Control

Date	Minute reference	Comments
8 July 2024	24/0046 (a) (i)	Policy approved

The information below outlines what information is available from the Parish Council, in what format and the appropriate costs applicable for the supply of the information.

The costs to residents are as outlined below :

Item	Cost
Accessing information on our website	no charge
Requesting information which is readily available to be sent via email	no charge
Requesting information which needs to be researched, sent via email	administrative cost *
Providing paper copy of information	copying/administrative costs *

* Copying/Administrative costs:

- Copying costs are 10p per side
- Administrative costs are pro-rata clerks current hourly rate
- Packing and postage costs re-charged at cost

Class 1	Website	Email	Paper
Description : Who we are and what we do (current information only)			
1. Who's who on the Council and Committees	Yes	Yes	Yes
2. Contact details for Clerk and Council members	Yes	Yes	Yes
3. Location of Council office and accessibility details (Note: the Parish Council operates from a PRIVATE RESIDENCE)	Yes	Yes	Yes
Staffing structure – (Note: The Parish Council only employs one employee)	Yes	Yes	Yes

Class 2	Website	Email	Paper
Description : What we spend and how we spend it (current and previous financial year, plus projected budget for next year where available)			
1. Annual Return Form & Report by Auditor	Yes	Yes	Yes
2. Finalised Budget	Yes	Yes	Yes
3. Precept	Yes	Yes	Yes
4. Borrowing approval letters	n/a	n/a	n/a
4. Financial Standing Orders & Regulations	Yes	Yes	Yes
5. Grants given and received	n/a	n/a	n/a
6. List of current contracts and value	No	Yes	Yes

7. Members allowances & expenses (Note: Great and Little Hampden members do not receive allowances)	Yes	Yes	Yes
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Class 3	Website	Email	Paper
Description : What our priorities are and how we are doing (strategies & plans, performance indicators, audits, inspections and reviews)			
1. Neighbourhood Plan (current)	Yes	Yes	Yes
2. Annual Report to Parish or Community meeting (current year and previous year)	Yes	Yes	Yes
3. Internal Audit Reports	Yes	Yes	Yes

Class 4	Website	Email	Paper
Description : How we make decisions (current and previous year)			
1. Timetable of ALL meetings	Yes	Yes	Yes
2. Agendas of ALL meetings	Yes	Yes	Yes
3. Minutes of meetings (except confidential minutes not available to the public)	Yes	Yes	Yes
4. Reports presented to Council meetings (except confidential reports not available to public)	Yes	Yes	Yes
5. Responses to consultation papers	No	No	Yes
6. Responses to planning applications	No	Yes	Yes
7. Bye-laws	n/a	n/a	n/a

Class 5	Website	Email	Paper
Description : Our Policies & Procedures (current information only)			
1. Policies & Procedures relating to the conduct of Council business (eg Standing Orders, Terms of Reference, Delegates authority, Code of Conduct, Policy Statements)	Yes	Yes	Yes
2. Policies & Procedures relating to the employment of staff (eg where adopted - Equality & Diversity, Health & Safety, Recruitment Policy, Complaints Policy) This does not apply to confidential personnel matters.	Yes	Yes	Yes
3. Data Protection	No	No	Yes
4. Records Management	No	No	Yes

Class 6	Website	Email	Paper
Description : Lists and Registers (current only)			
1. Assets Register	Yes	Yes	Yes
2. Disclosure Log (record of requests)	No	Yes	Yes
Register of Members' Interests	No	No	Yes
Register of gifts and hospitality	No	No	Yes

Class 7	Website	Email	Paper
Description : The services we offer – including leaflets, guidance & newsletters (current only)			
1. Village Hall	n/a	n/a	n/a
2. Parks, Playing Fields & Recreational facilities	n/a	n/a	n/a
3. Seating, litter bins, memorials and signs	No	No	Yes
4. Bus Shelters	n/a	n/a	n/a