



HURSTBOURNE TARRANT PARISH COUNCIL

DOCUMENT PUBLICATION SCHEME

Introduction

The Freedom of Information Act 2000 requires public authorities – this includes parish councils in England and Wales – to adopt and maintain a publication scheme.

Hurstbourne Tarrant Parish Council has adopted the model scheme endorsed by NALC which is comprised of 6 core classes of information, which are mandatory, and a group of optional classes of information. All mandatory documents will be retained in hard copy and backed up either with an electronic or hard copy in a separate location.

Availability of Council Documents

The documents listed in the table below can be inspected either by reference to the website, where they are held as read-only documents, or by contacting the Clerk between the hours of 10am and 3pm (contact details below.) Photocopies may be made available at 10p per sheet. The Clerk's time spent locating and retrieving the information may be subject to charge at a rate of £25 per hour.

Information available from Hurstbourne Tarrant Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council	Website Hard copy	Free 10p/sheet
Contact details for the Parish Clerk and Council members	Website Hard copy	Free 10p/sheet

Class 2 - What we spend and how we spend it

(Financial information relating to projected and annual income and expenditure, procurement, contracts and financial audit).

Current and previous financial year as a minimum.

Annual return form and report by auditor	Website Hard copy	Free 10p/sheet
Finalised budget	Website Hard copy	Free 10p/sheet
Precept	Website Hard copy	Free 10p/sheet
Borrowing approval letter	N/A	
Financial standing orders and regulations	Website Hard copy	Free 10p/sheet
Grants given and received	Website Hard copy	Free 10p/sheet
List of current contracts awarded and value of contract	Website Hard copy	Free 10p/sheet
Members' allowances and expenses	Website Hard copy	Free 10p/sheet
Documentation as required to be published under the Openness of Local Government Regulations 2014	Website Hard copy	Free 10p/sheet

Class 3 - What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Village Design Statement - still in draft format at time of policy approval. Due to be available 2020.		
Annual report to Parish		
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Community Survey Report 2015	Hard copy	10p/sheet

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 Parish meetings)	Website Hard copy	Free 10p/sheet
Agendas of meetings (as above)	Website Hard copy	Free 10p/sheet
Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting (Part II).	Website Hard copy	Free 10p/sheet
Reports presented to meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting (Part II).	Hard copy	10p/sheet
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	Available to view on TVBC website	Free
By-laws	Hard copy	10p/sheet

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 Council business: Procedural Standing Orders Delegated authority in respect of officers (see Standing Orders and Financial Regulations) Councillors' Disclosable Pecuniary Interests (DPI) Code of Conduct Policy Statements	Website Hard Copy	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy Health and safety policy	Hard copy	10p/sheet
Community Engagement Strategy	N/A	
Recruitment policies	N/A	
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Information security policy Records management policies (records retention, destruction and archive) Financial risk register and annual risk assessments	Website Hard copy	Free 10p/sheet
Schedule of charges (for the publication of information)	See below	

Class 6 - Lists and registers

Currently maintained lists and registers only

Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	Hard copy - contact the Clerk	10p/sheet
Asset register	Website Hard copy	Free 10p/sheet
Project register	Website Hard copy	Free 10p/sheet
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)	N/A	
Register of members' interests	Website Hard copy	Free 10p/sheet
Register of gifts and hospitality	N/A	

Class 7 - The services we offer

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

Current information only

Allotments	Website Hard copy	Free 10p/sheet
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Website Hard copy	Free 10p/sheet
Seating, litter bins (see Asset register)		
Bus shelters, markets, public conveniences, agency agreements, memorials, clocks, lighting	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (allotments)	Website Hard copy	Free 10p/sheet

Contact details:

Hard copies are available from the Clerk to Hurstbourne Tarrant Parish Council:

Tel: 01264 736677 email: theparishclerk@hbt.org.uk

Website: www.hbtparishcouncil.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black and white) Photocopying @ 40 per sheet (colour)	Actual cost
	Postage - 2 nd class mail	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	N/A

Approved at Parish Council meeting, minute reference 92.2

Signed



(Chairman) Date: 16th December 2019