

Information available from Hullavington Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>		See costs in table below
List of Council members and their responsibilities as well a list of Council Committees	Website	Free
Details of any representation on local public bodies	None	
Postal and email address	Website	Free
Contact details for Parish Clerk and Council members	Website	
Where possible, provide named contacts including contact phone numbers and email addresses	<p>Clerk: Ms Dannielle Hemmings 07972 428638 clerk@hullavington-pc.gov.uk</p>	

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Location of main Council office and accessibility details	Parish Clerk: Laburnum Cottage, 14 The Street, Hullavington, Wiltshire, SN14 6EF By prior appointment at reasonable hours only.	Free
Staffing structure	Email to Parish Clerk: clerk@hullavington-pc.gov.uk	Free
Statement of accounts and internal audit report in the format included in the Annual Return form	Website Council notice board for 6 weeks including 1 July.	Free
Finalised budget	Meeting Minutes, Website.	Free
Precept	Meeting minutes, Website.	Free
Borrowing Approval letter	N/A	
All items of expenditure above £100	Website Council notice board for 6 weeks including 1 July.	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Minutes/Hardcopy or e-mail from minutes.	Free
List of current contracts awarded and value of contract	On request to the Clerk	Free
Members' allowances and expenses	On request to the Clerk	Free

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<p>Class 3 – What our priorities are and how we are doing</p> <p>Strategies and plans, performance indicators, audits, inspections and reviews</p> <p>Current and previous year as a minimum</p>	Internal and external audit reports available on website	Free
Annual governance statement in format included in the Annual Return form	Website Council notice board for 6 weeks including 1 July	Free
Parish Plan	Neighbourhood Development Plan via website	Free
Annual Report to Parish or Community Meeting	Meeting minutes, website	Free
Quality status	Not held	
Local charters drawn up in accordance with DLUHC's guidelines (Ministry of Housing, Communities and Local Government)	Not held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Risk register by email on request to the Clerk	Free

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Class 4 – How we make decisions Decision making processes and records of decisions Current and previous council year as a minimum	Meeting minutes on website. Website Majority decision following debate at Parish Council meetings based on information provided.	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Meeting Agendas on website and Council Notice Board	Free
Agendas of meetings (as above)	Website. Also on notice boards with 3 days clear notice. Available free by email on request to Clerk	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website. Hardcopy available on request to Clerk	Free
Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure	As above	Free
Responses to consultation papers	Noted in Minutes & retained by Clerk	Free
Responses to planning applications	Detailed in Minutes & retained by Clerk for 5 yrs.	Free
Bye-laws		

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<p>Class 5 – Our policies and procedures</p> <p>Current written protocols, policies and procedures for delivering our services and responsibilities</p> <p>Current information only</p>	<p>Website</p>	<p>Free</p>
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and subcommittee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Website for Standing Orders, Code of Conduct and Policy Statements – hard copies available.</p> <p>Staffing Committee Terms of Reference - copy available from Clerk</p>	<p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • 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>Contract of employment and Grievance Procedure.</p> <p>Website</p> <p>Direct to Clerk by either Members or from Residents</p>	

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<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>External hard drive back up from Clerks computer, clerk's data backed up on cloud, access by Chair.</p> <p>Minutes retained in County Archives. Finance summaries with Minutes, other details for 5 years. Only important papers kept longer than 12 months.</p> <p>No CCTV</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>		
<p>Assets register, including details of public land and building assets</p>	<p>Website or email from Parish Clerk.</p>	<p>Free</p>
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	<p>None in place.</p>	
<p>Register of members' interests</p>	<p>Website</p>	<p>Free</p>
<p>Register of gifts and hospitality</p>	<p>Held by Unitary Council</p>	<p>Free</p>
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<p>Class 7 – The services we offer</p> <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</p> <p>Current information only</p>		
Allotments	None	
Burial grounds and closed churchyards	Website PC is Custodian Trustee responsible for upkeep of Cemetery and Churchyard (the latter is normally in consultation with the PCC)	Free
Community centres and village halls	PC is Custodian Trustee of Village Hall which is controlled by a Management Committee. Operates at arm's length from Parish Council.	Free
Parks, playing fields and recreational facilities	Village Green - Website	Free
Seating, litter bins, clocks, memorials and lighting	Asset register on the website.	Free
Bus shelters	Two on The Street, owned by PC. Windows (where applicable) cleaned twice annually.	
Markets	None in place	
Public conveniences	None in place	
Agency agreements	None in place	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Burial fees and Cemetery Regulations available on website and from Parish Clerk	Free

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Additional Information Information not itemised in the lists above	.	

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 38p per sheet (black & white)	Actual cost *
	Photocopying @ 88p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred