

Freedom of Information Act

Information available from Huggate Parish Council

under the model publication scheme

readopted June 2018

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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Hard / email copy from Clerk	5p per sheet / free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy from Clerk Noticeboard, Huggate News & Huggate.org	5p per sheet
Location of main Council office and accessibility details		
Staffing structure		
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy from Clerk	5p per sheet
Finalised budget	Hard copy from Clerk	5p per sheet
Precept	Hard copy from Clerk	5p per sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations		
Grants given and received	Hard copy from Clerk	5p per sheet
List of current contracts awarded and value of contract	Hard copy from Clerk	5p per sheet
Members' allowances and expenses		

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from Clerk	5p per sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy from Clerk Noticeboard	5p per sheet free
Agendas of meetings (as above)	Hard copy from Clerk Current Agenda on noticeboard	5p per sheet free
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk Latest Minutes on noticeboard	5p per sheet free
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers	Hard copy from Clerk	5p per sheet
Responses to planning applications	Hard copy from Clerk	5p per sheet
Bye-laws		
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		

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy from Clerk Noticeboard	5p per sheet free
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)	Hard copy from Clerk	5p per sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only (hard copy or website; some information may only be available by inspection)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		
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)		
Register of members' interests	Hard copy from Clerk	5p per sheet
Register of gifts and hospitality		

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 (hard copy or website; some information may only be available by inspection)		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities	Hard copy of any relevant information from Clerk	5p per sheet
Seating, litter bins, memorials, salt bins	Hard copy of any relevant information from Clerk	5p per sheet
Bus shelters	Hard copy of any relevant information from Clerk	5p per sheet
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details

Clerk to the Council:

Abby Popely, 25 Shipman Road, Market Weighton, York, YO43 3RA
07789865792

Location of noticeboard: Bus shelter

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *
	Photocopying @ ...p 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)
Other		

* the actual cost incurred by the public authority