



FREEDOM OF INFORMATION:

PUBLICATION SCHEME

www.greathorkesley-pc.gov.uk

This Policy will be reviewed annually by the council.

Adopted: Full Council Meeting 6th February 2024 Minute Ref 23/131 (a)

Reviewed:

Information available from Great Horkesley Parish Council under the publication scheme

Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. NB. Councils should already be publishing as much information as possible about how they can be contacted.		
Information to be published	How information can be obtained	Cost
Who is who on the council and its committees	Website, noticeboards, village news, contacting the clerk Hardcopy via post	Free Photocopying plus postage
Contact details for parish clerk, staff and council members (named contacts and where possible, phone number and email address)	Website, noticeboards, village news, contacting the clerk Hardcopy via post	Free Photocopying plus postage
Location of council office and accessibility details	There is currently no council office	N/A
Staffing structure	Website, noticeboards, some details in village news, contacting the clerk Hardcopy via post	Free Photocopying plus postage

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.		
Information to be published	How information can be obtained	Cost
Annual return form and report by auditor	Website, noticeboards, contacting the clerk Hardcopy via post	Free Photocopying plus postage
Finalised budget	Website, contacting the clerk Hardcopy via post	Free Photocopying plus postage
Precept	Website, contacting the clerk Hardcopy via post	Free Photocopying plus postage
Borrowing approval letter	N/A	N/A
Financial standing orders and regulations	Website, contacting the clerk Hardcopy via post	Free Photocopying plus postage

Great Horkesley Parish Council
Freedom of Information: Publication Scheme

Grants given and received	Website, meeting minutes, contacting the clerk Hardcopy via post	Free Photocopying plus postage
List of current contracts awarded and value of contract	Contacting the clerk Hardcopy via post	Free Photocopying plus postage
Members' allowances and expenses	Website, meeting minutes, contacting the clerk Hardcopy via post	Free Photocopying plus postage

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

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

Information to be published	How information can be obtained	Cost
Council plan	Contacting the clerk Hardcopy via post	Free Photocopying plus postage
Annual report to parish meeting (current and previous year as a minimum)	Website, parish meeting, contacting the clerk Hardcopy via post	Free Photocopying plus postage
Local government award/ quality status	N/A	N/A

Class 4 – How we make decisions

(Decision making processes and records of decisions)

Current and previous council year as a minimum.

Information to be published	How information can be obtained	Cost
Timetable of meetings (council, committees and parish)	Website, Facebook, noticeboards, contacting the clerk Hardcopy via post	Free Photocopying plus postage
Agendas of meetings (council, committees and parish)	Website, Facebook, noticeboards (week before meeting only), contacting the clerk Hardcopy via post	Free Photocopying plus postage
Minutes of meetings (council, committees and parish) NB. Excluding confidential information	Website, Facebook, noticeboards (limited time after the meeting only), contacting the clerk Hardcopy via post	Free Photocopying plus postage
Reports presented at council meetings NB. Excluding confidential information	Website, contacting the clerk Hardcopy via post	Free Photocopying plus postage

Responses to consultation papers	Website, contacting the clerk Hardcopy via post	Free Photocopying plus postage
Responses to planning applications	Website, meeting minutes, contacting the clerk Hardcopy via post	Free Photocopying plus postage
Bye-laws	Contacting the clerk Hardcopy via post	Free Photocopying plus postage

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
Information to be published	How information can be obtained	Cost
Policies and procedures for the conduct of council business: - Procedural standing orders - Financial regulations and internal control procedure - Committee terms of reference - Officer's delegated authority - Code of conduct - Communication policies - Policy statements	Website, contacting the clerk Hardcopy via post	Free Photocopying plus postage
Policies and procedures for the provision of services and about the employment of staff: - Equality and diversity policy - Health and safety policy (not currently available as less than 5 staff members are employed) - Details of any current vacancies - Risk management strategy - Policies and procedures for handling information requests - Complaints procedures	Website, FOI and complaints policies, contacting the clerk Hardcopy via post	Free Photocopying plus postage
Records management policies (retention, destruction and archive of records)	Website, contacting the clerk Hardcopy via post	Free Photocopying plus postage
Data protection policies	Website, contacting the clerk Hardcopy via post	Free Photocopying plus postage

Class 6 – Lists and registers Any publicly available register or list.		
Information to be published	How information can be obtained	Cost
Assets register	Website, contacting the clerk Hardcopy via post	Free Photocopying plus postage
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)	Not held by parish council	N/A
Register of members' interests	Website, CCC website, contacting the clerk Hardcopy via post	Free Photocopying plus postage
Register of gifts and hospitality	Website, contacting the clerk Hardcopy via post	Free Photocopying plus postage

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.		
Information to be published	How information can be obtained	Cost
Village Hall information	Website, village news, contacting the clerk or booking manager, at the hall Hardcopy via post	Free Photocopying plus postage
Streetlighting	Contacting the clerk Hardcopy via post	Free Photocopying plus postage
Bus shelters, seating and noticeboards	Contacting the clerk Hardcopy via post	Free Photocopying plus postage

Contact Details: parish-clerk@greathorkesley-pc.gov.uk / 07375 095486
Parish Clerk, c/o 15 Malvern Way, Great Horkesley CO6 4TZ

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying (B&W) @ 10p per sheet	Actual cost
	Postage (current 2 nd class postage cost)	Actual cost (Royal Mail)