

# HILDERSHAM PUBLICATION SCHEME

Based on the ICO Template 2024

Created in September 2024

The table below details information that Hildersham Parish Council can provide in order to meet its commitments under the model publication scheme.

Before a request is made for information, it may be helpful to see if the information required is already available on the Hildersham Parish Council website. For instance, Parish Council decisions, spend and planning responses can be found in the council's minutes.

Please note that Hildersham Parish Council's information is available unless:

- it does not hold the information;
- the information is exempt under one of the Freedom of Information Act exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf.
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Hildersham Parish Council website can be found at [hildershamparishcouncil.org.uk](http://hildershamparishcouncil.org.uk)

## Class 1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

Information to be published	How the information can be obtained	Cost
Who's who on the Council and its Committees	Published on website <b>Members</b>	N/A
Contact details for Parish Clerk and Council members	Published on website: <b>Contact</b> Displayed on Parish Council Notice Board on High Street	N/A
Location of main Council office and accessibility details	Hildersham Parish Council does not have an office but contact details for the Parish Clerk are published on the website: <b>Contact</b> Displayed on Parish Council Notice Board on High Street opposite the village hall.	N/A

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14/01/2024

Information to be published	How the information can be obtained	Cost
Staffing structure	Hildersham Parish Council has one part time employee, the Parish Clerk	

## 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)

Information to be published	How the information can be obtained	Cost
Annual return form, report by auditor & year end documents	Published on website (scroll down to Year End 2024)	N/A
Finalised budget	Displayed on Parish Council Notice Board on High Street Published on website: <b><u>In November minutes</u></b>	N/A
Precept	Published on website: <b><u>In November minutes</u></b>	N/A
Borrowing Approval letter	Not applicable	N/A
Standing Orders and Financial Regulations	Published on website: <b><u>Policies</u></b>	N/A
List of current contracts awarded and value of contract	Available on request by <b><u>email</u></b>	N/A
Members' allowances and expenses	Not applicable	N/A

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

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

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*14/01/2024*

Information to be published	How the information can be obtained	Cost	Class 4 – How we make
Neighbourhood Plan with Linton Parish Council	Work in progress, update: <u>Neighbourhood Plan</u>	N/A	
Annual Report to Parish	In minutes for Parish Meeting Published on website: <u>Minutes</u>	N/A	
Quality status- achieved in 2012	Not applicable	N/A	
Contact details for other authorities and local bodies	Published on website: <u>Useful Links</u>	N/A	

## decisions

‘(Decision making processes and records of decisions)

Information to be published	How the information can be obtained	Cost
Timetable of meetings	Published on website: <u>Meetings</u> Displayed on Parish Council Notice Board on High Street	N/A
Agendas of meetings	Published on website: <u>Agendas</u> Displayed on Parish Council Notice Board on Hildersham High Street	N/A
Minutes of meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Published on website: <u>Minutes</u>	N/A
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Not applicable	N/A
Responses to planning applications	Published on minutes: <u>Minutes</u>	N/A
Bye-laws	Not applicable	N/A

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## Class 5 – Our policies and procedures

(Current written guidance, policies and procedures to provide our services and responsibilities)

Information to be published	How the information can be obtained	Cost
Policies and procedures for the conduct of council business:	Published on website:	
<ul style="list-style-type: none"> <li>• Standing orders</li> <li>• Financial Regulations</li> <li>• Policy statements</li> </ul>	<p><b><u>Policies</u></b></p> <p>or under review/development</p>	N/A
Policies and procedures for the provision of services and about the employment of staff:		
<ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Published on website:</p> <p><b><u>Policies</u></b></p> <p>or under review/development</p>	N/A
Information security policy	Not applicable	N/A
Records management policies (records retention, destruction and archive)	Not applicable	N/A
Data protection policies	Published on website: <b><u>Policies</u></b>	N/A
Schedule of charges (for the publication of information)	As below, final item	N/A

## Class 6 – Lists and Registers

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Information to be published	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised)	Not applicable	N/A

Assets register	Published on website: <b><u>n supporting statement in year end May (Scroll down)</u></b>	N/A
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Register of members' interests	Published on website: <b><u>Members</u></b>	N/A
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## Class 7 – The services we offer

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

Information to be published	How the information can be obtained	Cost
Allotments	Details available on request by email	N/A
Village hall	The parish council does not manage the village hall. It is N/A managed by the Hildersham Village Hall Trust who lease it for events, and to village groups. <b><u>Contact details on website</u></b>	N/A
Play park, allotments, North & South Holding fields and recreational ground	Managed by the Hildersham Land Trust which is a registered charity, with Councillors as its Trustees. <b><u>Contact</u></b>	N/A
Seating, litter bins, village sign, notice boards and lighting	Details available on request by email or hard copy	N/A
Bus shelters	Details available on request by email or hard copy	N/A

If large amounts of information are requested (more than 5 sides of A4 printing) as hard copies, the council may make a charge of 10p/A4 sheet of paper.

*MSM*  
14/01/2024