



Hoveton Parish Council

Information available from Hoveton Parish Council under the Freedom of Information Act

The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public sector bodies including Hoveton Parish Council by providing people with rights of access to information held by them.

The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 give you the right to request information held by the Council. Before requesting information you should first have a look at the Publication Scheme below. This tells you what information we have, where you can find it, who to contact, and whether you can have it free of charge.

Information to be Published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website Hard Copy contact Clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy contact Clerk	Free 10p per sheet
Location of main Council office and accessibility details	Website Hard Copy contact Clerk	Free 10p per sheet
Staffing structure	Hard Copy contact Clerk	10p per sheet
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)		
Annual return form and report by auditor	Website Hard Copy contact Clerk	Free 10p per sheet
Finalised budget	Website Hard Copy contact Clerk	Free 10p per sheet



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Precept	Hard Copy contact Clerk	10p per sheet
Borrowing Approval letter	Hard Copy contact Clerk	10p per sheet
Financial Standing Orders and Regulations	Website Hard Copy contact Clerk	Free 10p per sheet
Grants given and received	Hard Copy contact Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard Copy contact Clerk	10p per sheet
Members' allowances and expenses	Hard Copy contact Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Hard Copy contact Clerk	10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy contact Clerk	10p per sheet
Quality status	Not available/appropriate	
Local charters drawn up in accordance with DCLG guidelines	Not available/appropriate	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy contact Clerk	Free 10p per sheet
Agendas of meetings (as above)	Website Hard Copy contact Clerk	Free 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting	Website Hard Copy contact Clerk	Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting	Hard Copy contact Clerk	10p per sheet



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Responses to consultation papers	Hard Copy contact Clerk	10p per sheet
Responses to planning applications	Hard Copy contact Clerk	10p per sheet
Bye-laws	Not available/appropriate	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business	Website Hard Copy contact Clerk	Free 10p per sheet
Procedural standing orders	Website Hard Copy contact Clerk	Free 10p per sheet
Committee, sub-committee and working group terms of reference	Website Hard Copy contact Clerk	Free 10p per sheet
Delegated authority in respect of officers	Not available/appropriate	
Code of Conduct	Website Hard Copy contact Clerk	Free 10p per sheet
Policy statements: 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)	Not available/appropriate Not available/appropriate Not available/appropriate Not available/appropriate Not available/appropriate Website Hard Copy contact Clerk	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services	Not available/appropriate	



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Equality and diversity policy	Not available/appropriate	
Health and safety policy	Not available/appropriate	
Recruitment policies (including current vacancies)	Not available/appropriate	
Policies and procedures for handling requests for information	Not available/appropriate	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy contact Clerk	Free 10p per sheet
Information security policy	Not available/appropriate	
Records management policies (records retention, destruction and archive)	Not available/appropriate	
Data protection policies	Not available/appropriate	
Schedule of charges (for the publication of information)	Hard Copy contact Clerk	10p per sheet
Class 6 – Lists and Registers	Some information may only be available by inspection	
Assets Register	Hard Copy contact Clerk	10p per 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)	Not available/appropriate	
Register of members' interests	Website Hard Copy contact Clerk	Free 10p per sheet
Register of gifts and hospitality	Hard Copy contact Clerk	10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Not available/appropriate	
Burial grounds and closed churchyards	Not available/appropriate	
Community centres and village halls	Not available/appropriate	
Recreational facilities	Hard Copy contact Clerk	10p per sheet



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Parks, playing fields	Not available/appropriate	
Seating, litter bins and lighting	Hard Copy contact Clerk	10p per sheet
Clocks and memorials	Not available/appropriate	
Bus shelters	Not available/appropriate	
Markets	Not available/appropriate	
Public conveniences	Not available/appropriate	
Agency agreements	Hard Copy contact Clerk	10p per sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not available/appropriate	

If you require a hard copy document or any other help regarding Freedom of Information please contact the Clerk whose details are below, together with details of the Hoveton Parish Council website.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Black Photocopying	10p per sheet (black & white)	Actual cost *
Colour Photocopying		Not available
Postage		Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

Contact details:

Lisa Weller, Clerk to Hoveton Parish Council, c/o Highfield, Tunstead Road, Hoveton, NR12 8QN
 Telephone Number: 07572 349600 Email: clerk@hoveton-pc.org.uk Website: www.hoveton-pc.org.uk

Reviewed 9th May 2016