

## Information available from Hoxne Parish Council under the model publication scheme

The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways: public authorities are obliged to publish certain information about their activities; and members of the public are entitled to request information from public authorities.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Public authorities include government departments, local authorities, the NHS, state schools and police forces. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves). If a member of the public wants to see information that a public authority holds about them, they should make a subject access request under the Data Protection Act 1998.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	Website or hard copy	
Who's who on the Council and its Committees	Website or hard copy	£1 then 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Tel: 07519 870953 Email: clerk@hoxneparishcouncil.gov.uk	£1 then 10p per sheet
Location of main Council office and accessibility details	Clerk's home. Meetings to be arranged at local venue	
Staffing structure	Hard copy	

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Website or hard copy from Clerk	£1 then 10p per sheet
Annual return form and report by auditor	hard copy from Clerk	£1 then 10p per sheet
Finalised budget	hard copy from Clerk	£1 then 10p per sheet
Precept	hard copy from Clerk	£1 then 10p per sheet
Borrowing Approval letter	hard copy from Clerk	£1 then 10p per sheet
Financial Standing Orders and Regulations	hard copy from Clerk	£1 then 10p per sheet
Grants given and received	hard copy from Clerk	£1 then 10p per sheet
List of current contracts awarded and value of contract	hard copy from Clerk	£1 then 10p per sheet
Members' allowances and expenses	hard copy from Clerk	£1 then 10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	hard copy from Clerk	£5.00
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy from Clerk	£1 then 10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (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	£1 then 10p per sheet
Agendas of meetings (as above)	hard copy from Clerk	£1 then 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy from Clerk	£1 then 10p per sheet

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	hard copy from Clerk	£1 then 10p per sheet
Responses to consultation papers	hard copy from Clerk	£1 then 10p per sheet
Responses to planning applications	hard copy from Clerk	£1 then 10p per sheet
Bye-laws	hard copy from Clerk	£1 then 10p per sheet
<b>Class 5 – Our policies and procedures</b>		
(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	hard copy from Clerk hard copy from Clerk hard copy from Clerk hard copy from Clerk hard copy from Clerk hard copy from Clerk	£1 then 10p per sheet £1 then 10p per sheet £1 then 10p per sheet £1 then 10p per sheet £1 then 10p per sheet £1 then 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 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	£1 then 10p per sheet
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	hard copy from Clerk	£1 then 10p per sheet
Data protection policies	hard copy from Clerk	£1 then 10p per sheet
Schedule of charges (for the publication of information)	hard copy from Clerk	£1 then 10p per sheet

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>hard copy from Clerk. Some information may only be available by inspection</p>	
<p>Any publicly available register or list</p>	<p>hard copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Asset Register</p>	<p>hard copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Register of members' interests</p>	<p>hard copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Register of gifts and hospitality</p>	<p>hard copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p><b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
<p>Allotments</p>	<p>N/A</p>	
<p>Burial grounds and closed churchyards</p>	<p>N/A</p>	
<p>Community centres and village halls</p>	<p>N/A</p>	
<p>Parks, playing fields and recreational facilities</p>	<p>N/A</p>	
<p>Seating, litter bins, clocks, noticeboards, memorials and lighting</p>	<p>hard copy from Clerk</p>	<p>£1 then 10p per sheet</p>
<p>Bus shelters</p>	<p>N/A</p>	
<p>Markets</p>	<p>N/A</p>	
<p>Public conveniences</p>	<p>N/A</p>	
<p>Agency agreements</p>	<p>N/A</p>	
<p>A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>hard copy from Clerk</p>	<p>£1 then 10p per sheet</p>
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## Contact details:

Tel: 07519 870953 Email: [clerk@hoxneparishcouncil.gov.uk](mailto:clerk@hoxneparishcouncil.gov.uk) Website: [www.hoxneparishcouncil.gov.uk](http://www.hoxneparishcouncil.gov.uk)

## SCHEDULE OF CHARGES

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ £1 first sheet then 10.p per sheet (black and white)	Cost of stationery and admin time.
	Photocopying @ £1 first sheet then 10.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

Adopted May 2015, reviewed 25<sup>th</sup> March 2026