

## HINTON PARISH COUNCIL

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

<b>Information to be published</b> <b>PLEASE NOTE- Information that qualifies exemption for which the council has a duty to CONSIDER whether disclosure is in the public interest includes, information intended for future publication by the Council or any other person</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only  .	hard copy and/or website and notice boards	See Below
Who's who on the Council and its Committees	Hard Copy, Notice boards & Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy , website & Notice Boards	
Location of main Council office and accessibility details	Hard Copy, Notice Boards & Website	

<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	Hard Copy	See Below
Annual return form and report by auditor	Hard Copy	
Finalised budget	Hard Copy, website & Notice Boards	
Precept	Hard Copy	
	Hard Copy	
Financial Standing Orders and Regulations	Hard Copy	
Grants given and received	Hard Copy	
Members' allowances and expenses	Hard Copy	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Cllr in process of producing PP(12/13)	

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		See Below
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Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard Copy, Website, Notice Boards	
Agendas of meetings (as above)	Hard Copy, Website, Notice Boards	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy, Website, Notice Boards	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard Copy	
Responses to consultation papers	Hard Copy	
Responses to planning applications	Hard Copy	
Bye-laws	N/A	
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		See Below

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	

Policies and procedures for the provision of services and about the employment of staff:  Equality and diversity policy Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy	See Below
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges )for the publication of information)		

<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard Copy & website	
Assets Register	Hard Copy	
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 & Website	
Register of gifts and hospitality		
<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)		
Current information only		
Allotments		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters		

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)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Mrs Lesley Yeomans Jenkins, Clerk to Hinton PC  
C/O 9 new Street, Newtown, Berkeley, Glos**

**Tel 07837924285 clerk@hinton-pc.gov.uk**

## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ ..15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class . Recorded for FOIA request
FOIA Request	Staffing @ £10.00 per hour	Staff time to carry out request in 20 days or more limit.