

## FREEDOM OF INFORMATION ACT 2000 (FOIA)

### MODEL PUBLICATION SCHEME 2009

Information available from HEDON TOWN COUNCIL under the model publication scheme:-

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	hard copy and/or website	see below
Who's who on the Council and its Committees	hard copy and/or website	see below
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	hard copy and/or website	see below
Location of main Council office and accessibility details	hard copy and/or website	see below
Staffing structure	hard copy and/or website	see below
<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 and/or website	see below
Annual return form and report by auditor	hard copy and/or website	see below
Finalised budget	hard copy and/or website	see below
Precept	hard copy and/or website	see below

Borrowing Approval letter	hard copy and/or website	see below
Financial Standing Orders and Regulations	hard copy and/or website	see below
Grants given and received	hard copy and/or website	see below
List of current contracts awarded and value of contract	hard copy where applicable	see below
Members' allowances and expenses	hard copy and/or website	see below
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	hard copy or website	see below
Parish Plan (current and previous year as a minimum)	hard copy	12.50*
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy and/or website	see below
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	hard copy or website	see below
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy and/or website	see below
Agendas of meetings (as above)	hard copy and/or website	see below
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	hard copy and/or website	see below
Reports presented to council meetings - nb this will exclude information that is	hard copy	see below

properly regarded as private to the meeting.		
Responses to consultation papers	hard copy	see below
Responses to planning applications	hard copy and/or website	see below
Bye-laws	hard copy and/or website	see below
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy	see below
<ul style="list-style-type: none"> <li>• Policies and procedures for the conduct of council business:</li> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	hard copy	see below
<ul style="list-style-type: none"> <li>• Policies and procedures for the provision of services and about the employment of staff:</li> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</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>	hard copy and website	see below
Information security policy	hard copy	see below

Records management policies (records retention, destruction and archive)	hard copy	see below
Data protection policies	hard copy	see below
Schedule of charges )for the publication of information)	Hard copy and/or website	see below
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	see below
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	by inspection	see below
Assets Register	hard copy	see below
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)	by inspection	see below
Register of members’ interests	by inspection	see below
Register of gifts and hospitality	by inspection	see below
<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	(hard copy or website; hard copy and/or website (some information may only be available by inspection)	see below
Allotments	hard copy and/or website	see below
Burial grounds and closed churchyards	hard copy and/or website	see below
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	hard copy and/or website	see below

Seating, litter bins, clocks, memorials and lighting	hard copy and/or website	see below
Bus shelters	hard copy and/or website	see below
Markets	hard copy and/or website	see below
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	hard copy and/or website	see below
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

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Information available from HEDON TOWN COUNCIL under the model publication scheme:- [Contact Us](#)

**SCHEDULE OF CHARGES**

Other than where specified (\*) charges will be as follows:-

A minimum charge of £1.00 will apply – 5 A4 sided copies provided – any additional copies over and above the minimum charge will be provided at a cost of 20p per A4 copy (A4 side) for current financial year information.

Any information requested dating back to previous financial years to a maximum of 3 years, a minimum charge of £5.00 will apply – 5 A4 side copies provided – any additional copies over and above the minimum charge will be provided at a cost of £1.00 per A4 copy (A4 side).

Where applicable information can be downloaded from the Town Council website FREE OF CHARGE.

Any information available “by inspection” can be viewed (not copied) free of charge at the Town Council offices by prior arrangement. Inspection will normally be arranged within 20 days of the receipt of a written or electronic mail request.

All requests for information will normally be responded to within 20 days of receipt of request.

Requests for information must be made either in writing or by electronic mail.