

Hook Parish Council

Information available under the model publication scheme

Introduction

The Freedom of Information Act 2000 requires public authorities – this includes parish councils in England and Wales – to adopt and maintain a publication scheme. The model scheme was adopted by Hook Parish Council in January 2009. The model scheme (endorsed by NALC) is comprised of 6 core classes of information, which are mandatory and a group of optional classes of information. All mandatory documents will be retained in hard copy and backed up either with an electronic or hard copy in a separate location.

Availability of Council Documents

E- documents listed in the table below can be inspected either by reference to the website (<http://www.hook.gov.uk>), where they are held as read-only documents, or by contacting the Clerk between the hours of 9am and 12.00pm Monday to Friday (Tel: 01256-768687 or e-mail: clerk@hook.gov.uk).

Photocopies may be made available at 10p per side of A4. The Clerk's time spent locating and retrieving the information may be subject to charge at a rate of £25 per hour,

Class1 - Who we are and what we do	How the information can be obtained	Cost See Fees above
<p>Hook Parish Council Hook Community Centre, Ravenscroft, Hook, Hampshire RG27 9NN</p> <p>Telephone: (01256) 768687 Fax: (01256) 768573 E-mail: clerk@hook.gov.uk website www.hook.gov.uk</p>	<p>All information referred to in Class 1 can be obtained from our offices and is published:</p> <ul style="list-style-type: none"> • Hard copy • On the website • In monthly bulletin (Hook Focus) • On all correspondence. 	

The Council members and its Committees	<ul style="list-style-type: none"> • Hard copy • On the web 	
Contact details for the Executive Officer and office staff	<ul style="list-style-type: none"> • Hard copy • On the web • In monthly newsletters (Hook Focus) • On all correspondence. 	
Location of main Council office and accessibility details	<ul style="list-style-type: none"> • Hard copy • On the web 	
Staffing structure	<ul style="list-style-type: none"> • Hard copy • On the web • On notice boards • In monthly bulletin (Hook Focus) 	
Class 2 - What we spend and how we spend it	How the information can be obtained	Cost
Annual return form - limited to the last financial year	<ul style="list-style-type: none"> • Hard copy at the Parish Council Office, • Notice boards for a limited time 	
Annual statutory report by auditor (internal and external) - limited to the last financial year	Hard copy at the Parish Council Office,	
Finalised budget	Hard copy and e-mail from the Parish Council Office	

Precept request - limited to the last financial year	Hard copy at the Parish Council Office,	
VAT records – limited to the last financial year	Hard copy at the Parish Council Office	
Financial Standing Orders and regulations	Hard copy and e-mail from the Parish Council Office	
Assets register - includes details of commons/village greens owned by the council, including management schemes for commons as well as village halls, community centres and recreation grounds	<ul style="list-style-type: none"> • Assets Register published with Balance Sheet. • Hard copies and e-mail at the Parish Council Office 	
Financial risk assessments	Hard copy and e-mail at the Parish Council Office	
Receipt/payment books, receipt books of all kinds, bank statements from all accounts - limited to the last financial year	Hard copy at the Parish Council Office	
Borrowing Approval letter	Website Hart Copy	

Grants given and received – See Minutes of meetings and Annual Accounts	<ul style="list-style-type: none"> • Hard copy at the Parish Council Office • On website 	
List of current contracts awarded and value of contract	Hard copy at the Parish Council Office, Hook	
Members' allowances and expenses	<ul style="list-style-type: none"> • Minutes on website • Hard copy at the Parish Council Office 	
Class 3 – What our priorities are and how we are doing	How the information can be obtained	Cost
Strategies and plans, performance indicators, audits, inspections and reviews)	<ul style="list-style-type: none"> • Minutes, Annual Report and Parish Plan on website. • Hard copy at the Parish Council Office 	
Annual Report to Parish Meeting (current and previous year as a minimum)	<ul style="list-style-type: none"> • On website • Hard copy at the Parish Council Office 	
Quality status	Minutes on web and at the Parish Council Office	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	

Class 4 – How we make decisions	How the information can be obtained	Cost
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	<ul style="list-style-type: none"> • By e-mail on request. • Published on the web. • Hard copies placed at the Parish Council Office • Further copies on demand. 	
Agendas of meetings (as above)	<ul style="list-style-type: none"> • By e-mail on request. • Published on the web. And on notice boards prior to meetings • Hard copies placed at the Parish Council Office • Further copies on demand. 	
Minutes of meetings (as above) – Excluding information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> • By e-mail on request. • Published on the web. • Hard copies placed at the Parish Council Office 	
Reports presented to council meetings - Excluding information that is properly regarded as private to the meeting.	<ul style="list-style-type: none"> • By e-mail on request. • Hard copies placed at the Parish Council Office • Further copies on demand. 	
Responses to consultation papers	<ul style="list-style-type: none"> • By e-mail on request. • Hard copies placed at the Parish Council Office. 	

Responses to planning applications	<ul style="list-style-type: none"> • Hard copy and e-mail. • On Web Via UK Planning • Included in minutes of meetings. • Hard Copies at the Parish Council Office 	
Bye-laws	Held by Hart District Council	
Class 5 – Our policies and procedures Current information only	How the information can be obtained	Cost
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<ul style="list-style-type: none"> • By e-mail on request. • Published on the web site • Hard copies placed at the Parish Council Office, Minutes of meetings on web site • Further copies on demand. 	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>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)</p>	<ul style="list-style-type: none"> • Minutes on website • By e-mail on request. • Hard copies at the Parish Council Office • Further copies on demand 	
Information security policy	Hard copy at the Parish Council Office	

Records management policies (records retention, destruction and archive). As per NALC Guidelines	Hard copy at the Parish Council Office.	
Data protection policies	Hard copy at the Parish Council Office	
Schedule of charges (for the publication of information)	Not applicable	
Class 6 – Lists and Registers Currently maintained lists and registers only	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets register - includes details of commons/village greens owned by the council, including management schemes for commons as well as village halls, community centres and recreation grounds	<ul style="list-style-type: none"> • Hard copy and e-mail. • Assets Register published with Balance Sheet. • Hard copies at the Parish Council Office 	
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)	<ul style="list-style-type: none"> • Hard copy and e-mail • Hard copies at the Parish Council Office 	
Register of members' interests	<ul style="list-style-type: none"> • Hart District Council Website and link from Hook Parish Council website • Hard copy and e-mail • Held at Hart District Council • Hard copies at the Parish Council Office 	

Register of gifts and hospitality	<ul style="list-style-type: none"> • Hard copy and e-mail • Held at Hart District Council • Hard copies at the Parish Council Office 	
Class 7 – The services we offer Current information only	How the information can be obtained	Cost
Allotments	Contact Parish Council Office or Hook Allotment Association website	
Burial grounds and closed churchyards	<ul style="list-style-type: none"> • Published on the web. • By e-mail on request. • Undertakers • Hard copies at the Parish Council Office 	
Community centres and village halls	<ul style="list-style-type: none"> • By e-mail on request. • Published on the web. • Hard copies at the Parish Council Office 	
Parks, playing fields and recreational facilities	<ul style="list-style-type: none"> • By e-mail on request. • Published on the web. • Hard copies at the Parish Council Office 	
Seating, litter bins, clocks, memorials and lighting	<ul style="list-style-type: none"> • By e-mail on request. • Published on the web. • Hard copies at the Parish Council Office 	

Bus shelters	<ul style="list-style-type: none"> • By e-mail on request. • Published on the web. • Hard copies at the Parish Council Office 	
Markets	Not applicable	
Public conveniences	Contact Parish Council Office or Hart District Council	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<ul style="list-style-type: none"> • Published on the web. 	
Additional Information published		
Annual Report	Delivered to every household in April annually	
Hook Announcements	Via e-mail	
Footpath Leaflets	<ul style="list-style-type: none"> • Published on the web. • Hard copies at the Parish Council Office, County Information Offices and various local pubs 	

Contact details:

Hook Parish Council,
Hook Community Centre,
Ravenscroft,
Hook,
Hampshire
RG27 9NN
Telephone: (01256) 768687
E-mail: clerk@hook.gov.uk
website www.hook.gov.uk

SCHEDULE OF CHARGES		
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	A4 photocopying @10p per side(black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		N/A