

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 on request and backed up either with an electronic or Hard copy on request 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 in hard copy on request to the Parish Council Office 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 staff 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 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 request • On the website • In monthly bulletin (Hook Focus). • On all correspondence. • Hook Parish Council App 	

The Council members	<ul style="list-style-type: none"> • Hard copy on request. • On the web. 	
Committees memberships	<ul style="list-style-type: none"> • Hard copy on request. • On the web 	
Contact details for the Clerk and office staff	<ul style="list-style-type: none"> • Hard copy on request. • 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 request. • On the web. 	
Staffing structure	<ul style="list-style-type: none"> • Hard copy on request. • On the web. • 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 on request • Notice boards for a limited time • On the web 	
Annual statutory report by auditor (internal and external) - limited to the last financial year	Hard copy on request.	
Finalised budget	<ul style="list-style-type: none"> • Hard copy on request. • On the web. 	

Precept request - limited to the last financial year	Hard copy on request.	
VAT records – limited to the last financial year	Hard copy on request.	
Financial Regulations	<ul style="list-style-type: none"> • Hard copy on request. • On the web. 	
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 copy on request. 	
Financial risk assessments	Hard copy on request.	
Receipt/payment books, receipt books of all kinds, bank statements from all accounts - limited to the last financial year	Hard copy on request.	
Borrowing Approval letter	<ul style="list-style-type: none"> • Hard copy on request. • On the web. 	
Grants given and received – See Minutes of meetings and Annual Accounts	<ul style="list-style-type: none"> • Hard copy on request • On website 	

List of current contracts awarded and value of contract	Hard copy on request.	
Members' allowances and expenses	<ul style="list-style-type: none"> • Minutes on website. • Hard copy on request. 	
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 on request. 	
Annual Report to Parish Meeting (current and previous year as a minimum)	<ul style="list-style-type: none"> • On website. • Hard copy on request. 	
Quality status	Not applicable currently.	
Local charters drawn up in accordance with DCLG guidelines	Not applicable.	
Parish Council Corporate Plan	<ul style="list-style-type: none"> • On website. • Hard copy on request. 	

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 copy on request. • On noticeboards 	
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 copy on request. 	
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 copy on request. 	
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 copy on request. 	
Responses to consultation papers	<ul style="list-style-type: none"> • By e-mail on request. • Hard copy on request. 	
Responses to planning applications	<ul style="list-style-type: none"> • Hard copy on request and e-mail. • On Web Via UK Planning. • Included in minutes of meetings. • Hard copy on request 	
Bye-laws	Held by Hart District Council	

Class 5 – Our policies and procedures Current information only	How the information can be obtained	Cost
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	<ul style="list-style-type: none"> • By e-mail on request. • Published on the web site. • Hard copy on request • Minutes of meetings on web site. 	
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)	<ul style="list-style-type: none"> • Minutes on website • By e-mail on request. • Hard copy on request. 	
Information security policy	Hard copy on request.	
Records management policies (records retention, destruction and archive). As per NALC Guidelines	Hard copy on request.	
Data protection policies	Hard copy on request.	
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"> • By e-mail on request. • Assets Register published with Balance Sheet. • Hard copy on request. • 	
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 on request 	
Register of members' interests	<ul style="list-style-type: none"> • Hart District Council Website and link from Hook Parish Council website. • Hard copy on request. 	
Register of gifts and hospitality	<ul style="list-style-type: none"> • By e-mail on request • Held at Hart District Council • Hard copy on request. 	
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. 	

	<ul style="list-style-type: none"> • Undertakers. • Hard copy on request. 	
Community centres and village halls	<ul style="list-style-type: none"> • By e-mail on request. • Published on the web. • Hard copy on request. 	
Parks, playing fields and recreational facilities	<ul style="list-style-type: none"> • By e-mail on request. • Published on the web. • Hard copy on request. 	
Seating, litter bins, clocks, memorials and lighting	<ul style="list-style-type: none"> • By e-mail on request. • Published on the web. • Hard copy on request. • 	
Bus shelters	<ul style="list-style-type: none"> • By e-mail on request. • Published on the web. • Hard copy on request. 	
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	<ul style="list-style-type: none"> Delivered to every household annually On website 	
Footpath Leaflets	<ul style="list-style-type: none"> Published on the web. Hard copy on request 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