

Information available from Henstead with Hulver Street Parish Council under the model publication scheme

Freedom of Information Act

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless

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the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

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- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

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Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

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PUBLICATION SCHEME

March 2026

INFORMATION AVAILABLE FROM HENSTEAD WITH HULVER STREET PARISH COUNCIL

CLERK – Angela Colbridge Tel: 07584 136402

N/A – Not Applicable to Henstead with Hulver Street Parish Council

Costs – Additional copies of reports etc. are 20p per page.

Information to be Published	How the information can be obtained	Cost
CLASS 1 – WHO WE ARE AND WHAT WE DO (Organisational information, structures, locations and contacts) This will be current information only.		
Who's who on the council and its committees	Noticeboard, Website	
Contact details for Parish Clerk	Clerk, Parish Council Notice Board, Website	1 hard copy free from clerk. 20p for additional copies.
Location of main Council Office and accessibility details	N/A	
Meeting Place, date and time of Council Meetings	Clerk, Parish Council Notice Board or Website	Free (verbal, hard copy)
Staffing Structure	Clerk	Free (verbal, hard copy)

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<p>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.) Current and previous 2 financial years</p>		
Annual Return Form and Report by Auditor	Clerk (Accounts Folder)	1 hard copy free, 20p for additional copies.
Annual income and expenditure	Clerk ('Receipts and Payments Book,' Minute File, Accounts file)	As above
Finalised budget	N/A	
Precept	Clerk	As above
Borrowing Approval Letter	N/A	
Financial Standing Orders and Regulations	Clerk	As above
Grants given and Received	Clerk (in 'Receipts and Payments Book' and Accounts File)	As above
List of current contracts awarded	N/A	
Councillors' and clerk's allowances and expenses	Clerk (in 'Receipts and Payments Book')	

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CLASS 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING (Strategies and plans, performance indicators, audits, inspections and reviews).		
Parish Plan	N/A	
Annual Report to Parish Meeting	Clerk (Minute Book)	As above
Quality Status	N/A	
Local Charters	N/A	
CLASS 4 – HOW WE MAKE DECISIONS (Decision making processes and records of decisions) Current and previous 2 years		
Timetable of meetings	Clerk, Parish Notice Board or Website	As above
Agendas of meetings	Clerk, Parish Notice Board or Website	As above
Minutes of Meetings	Clerk, (Minute Book), Website	As above
Reports presented to council meetings	Clerk (in Minute Book)	As above
Responses to Consultation Papers	Clerk (in Minute Book)	As above
Responses to planning applications	Clerk (Minute Book, Planning Folder)	As above
Bye laws	Clerk (East Suffolk Council/Suffolk CC file)	As above

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<p>CLASS 5 – POLICIES AND PROCEDURES</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>Policies & Procedures for conduct of council business: - Procedural Standing Orders Committee and subcommittee terms of reference Delegated authority in respect of officers Code of Conduct</p> <p>Policy Statements</p>	<p>N/A N/A N/A Clerk (new Model Code of Conduct file) N/A</p>	
<p>Policies and Procedures for provision of services and employment of staff: - Internal Policies relating to delivery of services Equality and Diversity Policy Health and Safety Policy Recruitment Policies Policy for handling requests for information</p>	<p>Clerk</p>	
<p>Complaints Procedures</p>	<p>Clerk (Code of Conduct file)</p>	
<p>Information security policy</p>		
<p>Record Management Policies (Retained, Archive, Destroy)</p>		
<p>Data Protection Policies</p>		
<p>Charges for publication of information</p>		

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CLASS 6 – LISTS AND REGISTERS Currently maintained lists and registers only		
Assets register	Clerk	As above
Disclosure log		
Register of Members' Interests	Clerk (Members' Interest Book)	
Register of gifts and hospitality	N/A	
CLASS 7 – SERVICES WE OFFER (Information about the services we offer) Current information only		
Donations	Clerk (Receipts and Payments Book)	
Additional Information: - Documents kept by clerk: - Local Development Plans Certificates of Liability / Insurance for the Council & Insurance Documents Various information from East Suffolk Council & Suffolk County Council	Clerk Clerk (Cert of Liability file, Accounts folder) Clerk (Local Info. & Info. Leaflets file)	View plans only

Reviewed on:

Signed

Chair