

HEMINGTON,LUDDINGTON AND THURNING PARISH COUNCIL

Publication Scheme

Information available from Hemington, Luddington and Thurning Parish Council under the Freedom of Information Act model publication scheme. This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

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)	Website https://www.hemingtonluddingtonthurning-pc.gov.uk/TheCouncil.aspx Hard copy	Free
List of Council members and their responsibilities as well a list of Council Committees	Website https://www.hemingtonluddingtonthurning-pc.gov.uk/TheCouncil.aspx Hard copy	Free
Details of any representation on local public bodies		
Postal and email address Contact details for Parish Clerk and Council members (Named contacts where possible including contact phone numbers and email addresses).	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/ContactUs.aspx Hard copy	Free
Location of main Council office and accessibility details	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/ContactUs.aspx	Free

Hemington Luddington and Thurning Parish Council

VAT Registration No: n/a

W: <http://www.hemingtonluddingtonthurning-pc.gov.uk>

E: Clerk@hemingtonluddingtonthurning-pc.gov.uk

c/o R G Allinson FCA (Clerk)

35 Gated Road

Lower Benefield

Peterborough, PE8 5AE

T: 01832 293082

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Information to be published	How the information can be obtained	Cost
Staffing structure	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/ContactUs.aspx	Free
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/Finance.aspx Hard copy	Free
Statement of accounts and internal audit report in the format included in the Annual Return form	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/Finance.aspx	Free
Finalised budget	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/FullCouncil.aspx Hard copy	Free
Precept	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/Finance.aspx	Free
Borrowing Approval letter	Not held	
All items of expenditure above £100	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/Finance.aspx	Free
Financial Standing Orders and Regulations	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/Documents.aspx	Free
Grants given and received	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/Finance.aspx	Free
List of current contracts awarded and value of contract	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/Finance.aspx	Free
Members' allowances and expenses	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/Finance.aspx	Free

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/FullCouncil.aspx Hard copy	Free
Annual governance statement in format included in the Annual Return form	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/Finance.aspx	Free
Parish Plan	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/FullCouncil.aspx Hard copy	Free
Annual Report to Parish or Community Meeting	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/FullCouncil.aspx Hard copy	Free
Quality status	None held	
Local charters drawn up in accordance with DLUHC's guidelines	None held	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	None held	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/FullCouncil.aspx Hard copy	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/FullCouncil.aspx	Free
Agendas of meetings (as above)	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/FullCouncil.aspx Notice Boards	Free

Information to be published	How the information can be obtained	Cost
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/FullCouncil.aspx Hard copy	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/FullCouncil.aspx Hard copy	Free
Responses to consultation papers	Hard copy	Free
Responses to planning applications	Email, hard copy, North Northants planning website	Free
Bye-laws	None held	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/Documents.aspx	Free
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/Documents.aspx	Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information 	Hard copy	Free

Information to be published	How the information can be obtained	Cost
<ul style="list-style-type: none"> Complaints procedures (including those covering requests for information and operating the publication scheme) 		
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/Documents.aspx Hard copy	Free
Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	Free
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copy if held	Free
Assets register, including details of public land and building assets	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/Finance.aspx	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy if held	Free
Register of members' interests	Website: https://www.hemingtonluddingtonthurning-pc.gov.uk/TheCouncil.aspx Hard copy	Free
Register of gifts and hospitality	Hard copy if held	Free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	No services offered	
Allotments	Not held	

Information to be published	How the information can be obtained	Cost
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held	
Parks, playing fields and recreational facilities	Not held	
Seating, litter bins, clocks, memorials and lighting	Not held	
Bus shelters	Not held	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held	

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost
	Photocopying @ 99p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	None relevant	In accordance with the relevant legislation (quote the actual statute)