

# HACHESTON PARISH COUNCIL

## Information available from Hacheston Parish Council under the Freedom of Information Act Publication Scheme

| Information to be published   | How the information can be obtained   | Cost         |
|---|---|--------------|
| <p><b>Class 1 - who we are and what we do</b><br/>Current information only</p> <ul style="list-style-type: none"> <li>Who's who on the Council and its Committee</li> <li>Contact details for Parish Clerk and Council members</li> </ul>   | <p>Available free on website address<br/>Under Parish Council page:<br/><a href="http://Hacheston.suffolk.cloud">http://Hacheston.suffolk.cloud</a></p> <p>Available free on noticeboards or hard copy from Clerk</p> | see below ** |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>Current and previous financial year as a minimum</p> <ul style="list-style-type: none"> <li>Current and previous financial year's accounts</li> <li>Annual Return Form and Auditor's Report</li> <li>Finalised Budget</li> <li>Financial Regulations</li> </ul> | <p>Available free on website address:<br/><a href="http://Hacheston.suffolk.cloud">http://Hacheston.suffolk.cloud</a></p> <p>or hard copy from Clerk*</p>   | see below ** |
| <ul style="list-style-type: none"> <li>Grants given and received including:</li> </ul>  | Available in minutes of meetings on village website or hard copy from Clerk*  | see below ** |
| <ul style="list-style-type: none"> <li>Precept Details</li> </ul>   | Available in minutes of meetings on village website or hard copy from Clerk*  | see below ** |
| <ul style="list-style-type: none"> <li>Finalised Budget</li> </ul>  | Available in minutes of meetings on village website or hard copy from Clerk*  | see below ** |
| <p><b>Class 3 – What our priorities are and how we are doing</b></p>  |   |              |
| <ul style="list-style-type: none"> <li>□ Annual Report to Parish Meeting</li> </ul>   | On website or hand copy from Clerk*   | see below ** |

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| <p><b>Class 4 – How we make decisions</b></p> <ul style="list-style-type: none"> <li>• Timetable of Parish Council Meetings for current year</li> <li>• Agendas of meetings</li> <li>• Minutes of meetings (this will exclude information that is properly regarded as private to the meeting)</li> <li>• Reports presented to council meetings (this will exclude information that is regarded as private to the meetings)</li> </ul> | <p>Available free on website or noticeboards<br/>Available free on website or noticeboards<br/>Available free on website or from Clerk*</p> <p>Available free on website or from Clerk*</p> | <p>see below **</p>                  |
| <p><input type="checkbox"/> Responses to consultation papers</p>   | <p>On request to the Parish Clerk*</p>  | <p>see below *</p>                   |
| <p><input type="checkbox"/> Responses to planning applications</p>   | <p>Included within the minutes or on East Suffolk Council planning website</p>  | <p>see below *</p>                   |
| <p><b>Class 5 – Our policies and procedures</b></p> <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Code of Conduct</li> <li>• Policy Statements</li> <li>• Financial Standing Orders</li> </ul>  | <p>Contact the Clerk with specific requests for any policies &amp; procedures or visit the website</p>  | <p>see below *</p>                   |
| <p><input type="checkbox"/> Policies relating to the employment of staff</p>   | <p>“</p>  | <p>see below **</p>                  |
| <p><input type="checkbox"/> Policies for handling requests for information</p>   | <p>“</p>  | <p>see below **</p>                  |
| <p><input type="checkbox"/> Complaints Procedure &amp; Policy</p>  | <p>“</p>  | <p>see below **</p>                  |
| <p><input type="checkbox"/> Lone Worker Policy</p>   | <p>“</p>  | <p>see below **</p>                  |
| <p><input type="checkbox"/> Equality &amp; Diversity policy</p>  | <p>“</p>  | <p>see below **</p>                  |
| <p><input type="checkbox"/> Disciplinary Procedure</p>   | <p>“</p>  | <p></p>                              |
| <p><input type="checkbox"/> Data protection policy</p>   | <p>“</p>  | <p>see below **</p>                  |
| <p><input type="checkbox"/> Schedule of charges for the publication of information</p>   | <p>Attached to the end of this register</p>   | <p>see below **</p>                  |
| <p><b>Class 6 – Lists and Registers</b></p> <ul style="list-style-type: none"> <li>• Assets Register</li> <li>• Register of Members’ Interest</li> </ul>   | <p>On website or on request to the Parish Clerk*<br/>Link available via village website and East Suffolk Council’s website</p>  | <p>see below **<br/>see below **</p> |
| <p><input type="checkbox"/> Register of gifts and hospitality</p>  | <p>On request to the Parish Clerk</p>   | <p>see below **</p>                  |
| <p><input type="checkbox"/> Disclosure log (indicating the information that has been provided in response to requests;</p>   | <p>On request to the Parish Clerk</p>   | <p>see below **</p>                  |

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|--|--|--------------|
| □ Leases and sub-leases held   | On request to the Parish Clerk                         | see below ** |
| <b>Class 7 – The services we carry out</b> <ul style="list-style-type: none"> <li>• Village Greens</li> <li>• Bus Shelters</li> <li>• Hedge Cutting &amp; Verge Clearance</li> </ul> | Details and information on request to the Parish Clerk | see below ** |

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**SCHEDULE OF CHARGES – where applicable**

This describes how the charges have been arrived at and is published as part of the guide.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>   | <b>BASIS OF CHARGE – cost of stationary &amp; admin time</b>        |
|--------------------------|--|---|
| <b>Disbursement cost</b> | Photocopying @ £1 first sheet then 10p per sheet (black & white) or 15p per sheet (colour) | Actual cost   |
|                          | Postage  | Actual cost of Royal Mail standard 2 <sup>nd</sup> class & envelope |
| <b>Statutory Fee</b>     |  | In accordance with the relevant legislation                         |

\* hard copy will incur a fee – see table above

\*\* the actual cost incurred by the public authority