

Information available under the model publication scheme  
Hadstock Parish Council



| Information to be published   | How the information can be obtained   | Cost if applicable |
|---|---|--------------------|
| <b>Class1 - Who we are and what we do</b>   | Hadstock Parish Council   | -                  |
| Who's who on the Council and its Committees<br>Cllr K Nuttall (Chair)<br>Cllr J Hannam<br>Cllr D Wells<br>Cllr J Lockton<br>Cllr D Johnson<br>Vacancy<br><br>Planning Committee as required Quorum 3 Members                          | Website   | -                  |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)<br>Hadstock Parish Council<br>Clerk /RFO<br>All Councillor details are available on the website | <a href="mailto:hadstockparishcouncil@hotmail.co.uk">hadstockparishcouncil@hotmail.co.uk</a><br><br>07841343413 | -                  |
| Location of main Council office and accessibility details   | No Parish office  |                    |

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|---|--|-----|
| Staffing structure                                      | Clerk /RFO   |     |
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| <b>Class 2 – What we spend and how we spend it</b>      |  |     |
| Annual return form and report by auditor                | Website for current year & immediate previous year | N/C |
| Finalised budget  | Within approved minutes available on website       | N/C |
| Precept   | Within approved minutes available on website       | N/C |
| Borrowing Approval letter                               | N/A currently                                      |     |
| Financial Standing Orders and Regulations               | Website  | N/C |
| Grants given and received                               | Within approved minutes available on website       | N/C |
| List of current contracts awarded and value of contract | N/A currently                                      |     |
| Members' allowances and expenses                        | N/A currently                                      |     |
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| <b>Class 3 – What our priorities are and how we are doing</b>   |   |     |
| Parish Plan 2007  | <a href="https://www.uttlesford.gov.uk/media/1391/Hadstock-Parish-Plan-2007-/pdf/Hadstock%20Parish%20Plan.pdf?m=637472581415070000">https://www.uttlesford.gov.uk/media/1391/Hadstock-Parish-Plan-2007-/pdf/Hadstock Parish Plan.pdf?m=637472581415070000</a> | N/C |
| Annual Report to Parish or Community Meeting  | Within approved minutes available on website  | N/C |
| Quality status  | N/A   |     |
| Local charters drawn up in accordance with DLHC guidelines  | N/A   |     |
|   |   |     |
| <b>Class 4 – How we make decisions</b>  |   |     |
| Timetable of meetings   | Within approved minutes available on website  | N/C |
| Agendas of meetings (as above) available 3 days prior to meetings   | Website   | N/C |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.        | Website (previous years available on request)   | N/C |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. | Within approved minutes<br>Written reports available on request   | N/C |

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| Responses to consultation papers  | Within approved minutes   | N/C |
| Responses to planning applications  | Within approved minutes available on website<br>Responses are available on UDC web site<br><a href="https://www.uttlesford.gov.uk/planning">https://www.uttlesford.gov.uk/planning</a>                      | N/C |
| Bye-laws  | TBC   |     |
| <b>Class 5 – Our policies and procedures</b>  |   |     |
| <p>Policies and procedures for the conduct of council business:<br/>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct<br/>Policy statements</p> | <p>Standing orders ~ web site<br/>Financial Regulations ~ web site<br/>No committees therefore no TOR<br/>Delegated authority to Clerk under Financial Regulations<br/>UDC Code of conduct<br/>Web site</p> | N/C |
| Policies and procedures for the provision of services and about the employment of staff:  | Within minutes where appropriate  | N/C |

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| Complaints procedures (including those covering requests for information and operating the publication scheme)   | We endeavour to be transparent and open in providing information either by request or on the website |     |
| Information security policy  | Website  |     |
| Records management policies (records retention, destruction and archive)   | Currently Contact Clerk until uploaded to website  | N/C |
| Data protection policies   | Currently Contact Clerk until uploaded to website  | N/C |
| Schedule of charges (for the publication of information)   | N/A if through website or email request and available in suitable format                             |     |
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| <b>Class 6 – Lists and Registers</b>   | (hard copy or website; some information may only be available by inspection)                         |     |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)               | Contact Clerk  | N/C |
| Assets register  | Website  | N/C |
| 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) | Contact Clerk. No FOI 's received in 2022/23 and to date   | N/C |
| Register of members' interests   | UDC website and approved minutes   | N/C |
| Register of gifts and hospitality  | UDC website and approved minutes   | N/C |

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| <p><b>Class 7 – The services we offer</b><br/>         (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p> | <p>Contribution to Village Magazine<br/>         Information through Village email Hadstock Info<br/>         Noticeboard<br/>         Website</p>   |  |
| Allotments  | N/A  |  |
| Burial grounds and closed churchyards   | N/A  |  |
| Community centres and village halls   | N/A  |  |
| Parks, playing fields and recreational facilities   | Recreation Ground with Play equipment  |  |
| Seating, litter bins, clocks, memorials and lighting  | Seating in recreation ground, Lens Path & Village Green<br>Waste litter bins in recreation ground & Village Green<br>Dog litter bins in recreation ground & Village Green.<br>Detailed in asset register |  |
| Bus shelters, Markets, Public conveniences, Agency agreements,  | N/A  |  |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)  | N/A  |  |
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| <p><b>Additional Information</b></p> <p>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p> |  |  |
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**Contact details:**

**We aim to make all information available on the Village website under Parish Council heading at <https://www.hadstock.org.uk/>**

**Clerk /RFO  
Hadstock Parish Council**

**hadstockparishcouncil@hotmail.co.uk**



## SCHEDULE OF CHARGES

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

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>                            | <b>BASIS OF CHARGE</b>                                   |
|--------------------------|---|--|
| <b>Disbursement cost</b> | Photocopying @ .10p per sheet (black & white) | Actual cost *  |
|                          | Photocopying @ .15p per sheet (colour)        | Actual cost*   |
|                          |   |  |
|                          | Postage                                       | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |
| <b>Statutory Fee</b>     |   | In accordance with the relevant legislation              |
|                          |   |  |
| <b>Other</b>             |   |  |
|                          |   |  |

\* the actual cost incurred by the public authority

Information as per template from ICO