

Information available under the model publication scheme
Hadstock Parish Council



Information to be published	How the information can be obtained	Cost if applicable
Class1 - Who we are and what we do	Hadstock Parish Council	-
<p>Who's who on the Council and its Committees Cllr K Nuttall (Chair) Cllr J Hannam Cllr D Wells Cllr J Lockton Cllr D Johnson Vacancy</p> <p>Planning Committee as required Quorum 3 Members</p>	<p>Website https://www.hadstock.org.uk/about-the-parish-council/parish-council-members/</p>	-
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used) Hadstock Parish Council Clerk /RFO All Councillor details are available on the website</p>	<p>hadstockparishcouncil@hotmail.co.uk</p> <p>07841343413 https://www.hadstock.org.uk/about-the-parish-council/parish-council-members/</p>	-

Location of main Council office and accessibility details	No Parish office	
Staffing structure	Clerk /RFO	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website for current year & immediate previous year	N/C
Finalised budget 2024/25	Within approved minutes available on website https://www.hadstock.org.uk/wp-content/uploads/2024/02/APPROVED-BUDGET-2024.25.pdf	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	

Class 3 – What our priorities are and how we are doing		
Parish Plan 2007	https://www.uttlesford.gov.uk/media/1391/Hadstock-Parish-Plan-2007-/pdf/Hadstock Parish Plan.pdf?m=637472581415070000	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	
Class 4 – How we make decisions		
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 Written reports presented at council available on request	N/C
Responses to consultation papers	Within approved minutes	N/C
Responses to planning applications	Within approved minutes available on website Responses are available on UDC web site https://www.uttlesford.gov.uk/planning	N/C
Bye-laws	TBC	
Class 5 – Our policies and procedures		
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	Standing orders ~ web site Financial Regulations ~ web site No committees therefore no TOR Delegated authority to Clerk under Financial Regulations UDC Code of conduct Web site	N/C

Policies and procedures for the provision of services and about the employment of staff: Complaints procedures (including those covering requests for information and operating the publication scheme)	Within minutes where appropriate We endeavour to be transparent and open in providing information either by request or on the website	N/C
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Website	N/C
Data protection policies	Website	N/C
Schedule of charges (for the publication of information)	N/A if through website or email request and available in suitable format	
Class 6 – Lists and Registers	(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. 2 FOI 's received in 2023/24 Responded as per legislation as information not relevant to Parish Councils	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
<p>Class 7 – The services we offer (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 Information through Village email Hadstock Info Noticeboard 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	<p>Seating in recreation ground, Lens Path & Village Green Waste litter bins in recreation ground & Village Green Dog litter bins in recreation ground & Village Green. Detailed in asset register</p>	

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	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Please email Clerk/RFO if any further information is required.	

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.

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

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* the actual cost incurred by the public authority

Information as per template from ICO