

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</p> <p>Cllr K Nuttall (Chair)</p> <p>Cllr J Hannam</p> <p>Cllr D Wells</p> <p>Cllr J Lockton</p> <p>Cllr D Johnson</p> <p>Cllr S Gosling</p> <p>Planning Committee as required Quorum 3 Members</p> | <p>Website</p> <p>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)</p> <p>Hadstock Parish Council</p> <p>Clerk /RFO</p> <p>All Councillor details are available on the website</p> | <p>hadstockparishcouncil@hotmail.co.uk</p> <p>07841343413</p> <p>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 2025/26 | Within approved minutes available on website https://www.hadstock.org.uk/wp-content/uploads/2025/02/25.26-BUDGET-WITH-NOTES-INCLUDING-PRECEPT-DEMAND.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 | Within approved minutes available on website | |
| | | |
| | | |

| | | |
|---|---|-----|
| 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 |
| Emergency Plan reviewed 2025 | https://www.hadstock.org.uk/emergency-plan/ | |
| Sustainable Hadstock | https://www.hadstock.org.uk/sustainablehadstock/ | |
| 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 | https://www.hadstock.org.uk/about-the-parish-council/parish-council-minutes/ | N/C |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. | https://www.hadstock.org.uk/about-the-parish-council/parish-council-minutes/ | 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 which may be 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 | | |
| <p>Policies and procedures for the conduct of council business: 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 Policy statements</p> | <p>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</p> | N/C |
| <p>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)</p> | <p>Within minutes where appropriate We endeavour to be transparent and open in providing information either by request or on the website</p> | 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. No FOI 's received in 2024/25 | 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 |
| | | |
| 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 | Contribution to Village Magazine Information through Village email Hadstock Info Noticeboard Website | |
| 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 Waste litter bins in recreation ground & Village Green Dog litter bins in recreation ground & Village Green. 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 | |
| | | |
| | | |
| | | |
| 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 | | |
| | | |

* the actual cost incurred by the public authority

Information as per template from ICO