

# **HEVINGHAM PARISH COUNCIL**

## **Freedom of Information Publication Scheme**

**Approved and adopted by Hevingham Parish Council on 5<sup>th</sup> December 2023**

**Reviewed November 2025 without change other than Clerks email address**

**Date of next review: December 2027**

## Information available from Hevingham Parish Council under their publication scheme

*Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule on Page 6.*

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only	From the Council's website.  Displayed on noticeboards.  As a hard copy from the Clerk, or electronically attached to an email from the Clerk.	See costs on Page 6 for hard copies of documents in Class 1
Who's who on the Council and its Committees	From the Council's website.  Displayed on noticeboards.  As a hard copy from the Clerk, or electronically attached to an e mail from the Clerk.	
Contact details for Parish Clerk and Councillors (named contacts where possible with telephone number and email address, if used)	From the Council's website.  Displayed on noticeboards.  Clerk's contact details are on Page 6. Clerk and Councillors' details hard copy, as an attachment to an email from the Clerk.	
Location of main Council office and accessibility details	Office is in Clerk's home. Meetings are held at the Village Hall and are open to the public. Parking is available at the Hall.	
Staffing structure	Clerk is sole employee.	

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	From the Council's website or as a hard copy from the Clerk.	See costs on Page 6 for hard copies of documents in Class 2
Annual Return (Pages 2, 3 and 5) Reasons for Variations = / - 15% Payments over £100	As above	
Finalised budget	As above	
Precept	As above	
Financial Regulations and Standing Orders	From the Council's website or as a hard copy from the Clerk.	
Grants given and received	Hard copy from the Clerk.	
Grant Award Policy	From the Council's website or as a hard copy from the Clerk.	
List of current contracts awarded and value of contract Street Lights Maintenance	Hard copy from the Clerk.	
Councillors' allowances and expenses	Currently N/A	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans and reviews)		See costs on Page 6 for hard copies of documents in Class 3
Parish / Action Plans	Currently N/A.	
Chairman's Annual Report to Parish Meeting	From the Council's website or as a hard copy from the Clerk – printed in minutes.	
Minute relating to General Power of Competence adoption	Currently not used so N/A	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		See costs on Page 6 for hard copies of documents in Class 4
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	From the Council's website or as a hard copy from the Clerk. Parish noticeboards.	
Agendas of meetings (as above)	From the Council's website or as a hard copy from the Clerk. Parish noticeboards.	
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	From the Council's website or as a hard copy from the Clerk.	
Reports presented to council meetings - note this will exclude information that is properly regarded as private to the meeting	Hard copy from the Clerk if applicable.	
Responses to planning applications  Responses to consultation papers	See minutes on the Council's website. See planning application on District Council's website. As a hard copy from the Clerk or electronically attached to an e mail from the Clerk.	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering services and responsibilities) Current information only		See costs on Page 6 for hard copies of documents in Class 5
Policies and procedures for the provision of services, for handling requests for information and about the employment of staff: Code of Conduct / Equality and Diversity Policy Dignity at Work Policy / Disciplinary and Grievance Policy Internal Control Policy / Training Policy Freedom of Information Publication Scheme GDPR Policy and Privacy Notice / Records Management Policy Data Information Audit / Risk Assessment	From the Council's website or as a hard copy from the Clerk or electronically attached to an e mail from the Clerk.	

<b>Class 6 – Lists and Registers</b> <b>Currently maintained lists and registers only</b>		See costs on Page 6 for hard copies of documents in Class 6
Any publicly available register or list	Electoral Role is held by the Clerk but Broadland District Council should be contacted for any copy of this.	
Assets Register	From the Council's website or as a hard copy from the Clerk.	
Register of members'/councillors' interests	Available from Broadland District Council website – link on Councils website.	
Register of gifts and hospitality	N/A	
<b>Class 7 – The services we offer</b> Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses  Current information only	From the Council's website or as a hard copy from the Clerk	See costs on Page 6 for hard copies of documents in Class 7
Allotments  Allotment Health & Risk Assessment Rules & Regulations  Allotment Policy	Tenancy document available from the Clerk as a hard copy or electronically attached to an e mail from the Clerk.  All other documents from the Council's website or as a hard copy from the Clerk or electronically attached to an e mail from the Clerk.	
Car parks, parks, playing fields and recreational facilities Bus and youth shelters	Email response from the Clerk if no documents exist.	
Seating, litter bins, signage, noticeboards, telephone boxes, cycle racks and lighting	Email response from the Clerk if no documents exist.	
Defibrillators	Email response from the Clerk if no documents exist.	

**Contact details for the Clerk:**

Mrs Karen Medler

Oak House, 8 The Turn, Hevingham, NR10 5QP

Tel: 01603 754143

Email: [clerk@hevinghamparishcouncil.gov.uk](mailto:clerk@hevinghamparishcouncil.gov.uk)

**Schedule of charges**

This describes how the charges have been arrived at and are part of this guide.

Type of charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying @ 20p per single-sided sheet (black & white)	Actual cost based on computer printing.
	Photocopying @ £1.00p per single-sided sheet (colour)	Actual cost based on computer printing.
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class. Recorded delivery if requested at standard price.
	Envelope as necessary	Actual cost.