

# **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><br>(Organisational information, structures, locations and contacts)<br><br>This will be current information only | From the Council's website.<br><br>Displayed on noticeboards.<br><br>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.<br><br>Displayed on noticeboards.<br><br>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.<br><br>Displayed on noticeboards.<br><br>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.  |   |

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| <b>Class 2 – What we spend and how we spend it</b><br>(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%<br>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<br>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><br>(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   |   |

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| <b>Class 4 – How we make decisions</b><br>(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.<br>Parish noticeboards.                                |   |
| Agendas of meetings (as above)   | From the Council's website or as a hard copy from the Clerk.<br>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   | See minutes on the Council's website.<br>See planning application on District Council's website.                    |   |
| Responses to consultation papers   | 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><br>(Current written protocols, policies and procedures for delivering services and responsibilities)<br>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:<br>Code of Conduct / Equality and Diversity Policy<br>Dignity at Work Policy / Disciplinary and Grievance Policy<br>Internal Control Policy / Training Policy<br>Freedom of Information Publication Scheme<br>GDPR Policy and Privacy Notice / Records Management Policy Data<br>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. |   |

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| <b>Class 6 – Lists and Registers</b>   |   | See costs on Page 6 for hard copies of documents in Class 6 |
| <b>Currently maintained lists and registers only</b>   |   |   |
| 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><br>Information about the services the Council offers, including leaflets, guidance and newsletters produced for the public and businesses<br>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<br><br>Allotment Health & Risk Assessment Rules & Regulations<br><br>Allotment Policy   | Tenancy document available from the Clerk as a hard copy or electronically attached to an e mail from the Clerk.<br><br>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   |
|-------------------|---|---|
| Disbursement cost | 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.  |