

Information available from Hucclecote Parish Council under the Freedom of Information Act model publication scheme.

Information published				How the information can be obtained.				Cost for hardcopy	
Class 1 - Who we are and what we do								(postal charges will also apply)	
(Organisational Information, structures, locations and contacts)				Current information only					
Who's who on the Council and its Committees				Website/Minutes				25p per copy	
Contact details for Parish Clerk and Council members				Website/Minutes/Noticeboards				25p per copy	
Location of main Council office and accessibility details				Website/Noticeboards/Social media				25p per copy	
Staffing structure				By prior arrangement with Clerk				25p per copy	
Class 2 - What we spend and how we spend it									
(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.)				Current and previous financial year					
Statement of accounts and internal audit report				Website				1.50 per copy	
Finalised budget				Website				25p per copy	
Precept				Website/Minutes				25p per copy	
Financial Standing Orders and Regulations				Website				1.50 per copy	
Grants given and received				Website/Minutes				25p per copy	
List of current contracted projects awarded and value of contract				No contracts 2023					
Members' allowances and expenses				Minutes on Website				25p per copy	
Class 3 - What our priorities are and how we are doing									
(Strategies and plans, performance indicators, audits, inspections and reviews)									
				Current and previous year					
Current action plan				Website				25p per copy	
Annual Governance Statement				Website				25p per copy	
Annual Report to Parish				Website/Minutes/Noticeboards				25p per copy	

Class 4 - How we make decisions												
(Decision making processes and records of decisions)												
Current and previous council year												
Timetable of meetings (Council and committees)				Website/Notice boards/social media pages				25p		per copy		
Agendas of meetings (as above)				Website/current month on notice boards				25p		per copy		
Minutes of meetings (as above)				Website/current month on notice boards				1.00		per copy		
Reports presented to council meetings(excluding confidential items)				By prior arrangement with Clerk				25p		per copy		
Responses to consultation papers				By prior arrangement with Clerk				25p		per copy		
Responses to planning applications				Minutes on Website/TBC planning portal				25p		per copy		
Class 5 - Our policies and procedures												
(Current written protocols, policies and procedures for delivering services and responsibilities)												
Policies and procedures for the conduct of council business:												
Procedural standing orders				Website				1.50		per copy		
Committee and sub-committee terms of reference				No committees								
Delegated authority in respect of officers				None								
Code of conduct				Website				2.00		per copy		
Financial Regulations				Website				2.00		per copy		
The effective management of recording meetings				Website				1.50		per copy		
Social Media Policy				Website				1.50		per copy		
Safeguarding Policy				Website				1.50		per copy		
Volunteer Policy				Website				1.50		per copy		
Policies and procedures for the provision of services and about the employment of staff:												
Internal policies relating to the delivery of services												
Equality and diversity policy												
Health and safety policy				Website				2.00		per copy		
Recruitment policies												
Policies and procedures for handling requests for information				Website				2.00		per copy		
Complaints procedure				Website				1.50		per copy		
Information security policy - CCTV				By prior arrangement with Clerk				2.00		per copy		
Records management policies (records retention, destruction and archive)												
Data protection policies				Website								
Schedule of charges for the publication of information				Website (as per this document).								

