

HEMINGFORD ABBOTS PARISH COUNCIL

THE APPROVED INFORMATION PUBLICATION SCHEME

Availability or reasons stated for non –availability of certain information

Information to be published	Availability or reason for non-availability
Class1 - Who we are and what we do Organisational information, structures, locations and contacts	
Who's who on the Council and its Committees	Available
Contact details for Parish Clerk and Council members	Available
Location of main Council office and accessibility details	PC does not have an office
Staffing structure	PC employs only 1 P/T member of staff
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	
Annual return form and report by auditor	Available
Finalised budget	Available
Precept	Available
Borrowing Approval letter	PC has no borrowings
Financial Regulations	Available
Grants given and received	Available
List of current contracts awarded and value of contract	Available
Members' allowances and expenses	Available
Class 3 – What our priorities are and how we are doing Strategies and plans, performance indicators, audits, inspections and reviews	
Parish Plan	A Parish Plan has not been produced
Annual Report to Parish Meeting	Available
Quality status	Working towards Quality Status
Local charters drawn up in accordance with DCLG guidelines	No local charters exist

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Class 4 – How we make decisions Decision making processes and records of decisions	
Timetable of meetings	Available
Agendas of meetings	Available
Minutes of meetings (NB. Minutes published will exclude information that is properly regarded as private to the meeting)	Available
Reports presented to council meetings (NB. Reports published will exclude information that is properly regarded as private to the meeting.)	Available
Responses to consultation papers	Available
Responses to planning applications	Available
Bye-laws	PC has made no bye-laws
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities	
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	Available Available Contained within Standing Orders Available n/a
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 Recruitment policies (including current vacancies) Policies and procedures for handling requests for information	Not required at this time Not required at this time Not required, HAPC has fewer than 5 employees Not required at this time Available

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Information to be published	Availability or reason for non-availability
Complaints procedures (including those covering requests for information and operating the publication scheme)	Available
Information security policy	To be approved by Council
Records management policies (records retention, destruction and archive)	To be approved by Council
Data protection policies	Not required at this time
Schedule of charges for the publication of information)	Available
Class 6 – Lists and Registers	
Currently maintained lists and registers only	
Any publicly available register or list	Available ¹
Assets Register	Available
Disclosure log	Not held by PC
Register of members' interests	Available
Register of gifts and hospitality	Available
	¹ Note that some information may only be available by inspection
Class 7 – The services we offer	
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses	
Allotments	None provided
Burial grounds and closed churchyards	None provided
Community centres and village halls	None provided
Parks, playing fields and recreational facilities	Available
Seating, litter bins, clocks, memorials and lighting	Available
Bus shelters	None provided
Markets	None provided
Public conveniences	None provided
Agency agreements	No agreements exist
A summary of services for which the council is entitled to recover a fee, together with those fees	No such services provided