



Heveningham Parish Council

Information available from Heveningham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Who's who on the Council	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	
Location of main Council office and accessibility details	Website	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website	
Finalised budget	Website	
Precept	Included in Finalised Budget	
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Website	
Grants given and received	Hard Copy	See below
List of current contracts awarded and value of contract	N/A	
Members' allowances and expenses	Hard copy	See below



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Class 3 – What our priorities are and how we are doing		
Parish Plan (current and previous year as a minimum)	Website	
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard Copy	See below
Class 4 – How we make decisions		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	
Responses to consultation papers	Within Minutes	
Responses to planning applications	Within Minutes	
Bye-laws	N/A	
Class 5 – Our policies and procedures		
Policies & Procedures regarding council business: Procedural standing orders Financial Regulations Code of Conduct	Hard copy Hard copy Hard copy	



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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
Risk Analysis	Hard copy	
Records management policies (records retention, destruction and archive)	Within Financial & Standing orders	
Data protection policies		
Schedule of charges (for the publication of information)		
Class 6 – Lists and Registers		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Hard Copy	
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)	On Minutes	
Register of members' interests	Website	



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Register of gifts and hospitality		
Allotments	Hard copy	

Contact details:

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SCHEDULE OF CHARGES

Information available from the Council website may be downloaded at no charge.
A charge of up to £25 will be made for each telephone/written request to cover administration costs incurred.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class



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* the actual cost incurred by the public authority