

# Publication Scheme

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HOLLESLEY PARISH COUNCIL

Judi Hallett  
CLERK, HOLLESLEY PARISH COUNCIL

Information available from Hollesley Parish Council under the model publication scheme:

## Class 1 - Who we are and what we do

Information to be published	How the information can be obtained	Cost
Organisational information, structures, locations and contacts (This will be current information only)	Website Village Notice boards*	Free Free
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Village Voices magazine	Free Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free

## Class 2 – What we spend and how we spend it

Information to be published	How the information can be obtained	Cost
Income and Expenditure details: <ul style="list-style-type: none"> <li>• Previous financial year</li> <li>• Current financial year</li> </ul>	Hard copy Hard Copy	Free (1 copy) Free (1 copy)
Annual return form and report by auditor	Website Hard copy	Free 10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept	Hard copy	10p per sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Web Site Hard copy	Free 10p per sheet
Grants given and received	Website Hard copy	Free 10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Hard copy	10p per sheet

### Class 3 – What our priorities are and how we are doing it

Information to be published	How the information can be obtained	Cost
Parish Plan	Website Hard Copy	Free 10p per sheet
Annual Report to Parish or Community Meeting	Hard copy	10p per sheet
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	

### Class 4 – How we make decisions

Information to be published	How the information can be obtained	Cost
Current and previous council year as a minimum	Website Hard copy	Free 10p per sheet
Timetable of meetings	Notice Boards* Website	Free Free
Agendas of meetings (as above)	Hard copy Notice Boards* Website	10p per sheet Free Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per sheet
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Hard copy Suffolk Coastal District Council	10p per sheet Free
Bye-laws	n/a	

## Class 5 – Our policies and procedures

Information to be published	How the information can be obtained	Cost
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	<p>Hard copy Web Site N/A</p> <p>N/A</p> <p>Hard copy Web Site Hard copy Web Site</p>	<p>10p per sheet Free N/A</p> <p>N/A</p> <p>10p per sheet Free 10p per sheet Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	<p>Web Site Hard Copy</p> <p>Web Site Hard Copy n/a</p> <p>Hard copy Web Site</p> <p>Hard copy Web Site</p>	<p>Free 10p per sheet</p> <p>Free 10p per sheet</p> <p>10p per sheet Free</p> <p>10p per sheet Free</p>
Information security policy	n/a	
Records management policies (records retention, destruction and archive)	n/a	
Data protection policies	n/a	
Schedule of charges (for the publication of information)	Hard copy	10p per sheet

## Class 6 – Lists and Registers

Information to be published	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets Register	Hard copy Web Site	10p per sheet Free
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)	n/a	
Register of members' interests	Hard copy SCDC Web Site	10p per sheet Free
Register of gifts and hospitality	Hard copy	10p per sheet

## Class 7 – The Services we offer

Information to be published	How the information can be obtained	Cost
Allotments	Web Site	Free
	Contact the Clerk	Free
Burial grounds and closed churchyards	Web Site	Free
	Contact the Clerk	Free
	Notice Board at Cemetery	Free

\* - Notice boards are located at the entrance to Hollesley Village Hall, outside Hollesley Stores and at the entrance to the New Circle, Oak Hill

The Parish Clerk can be contacted in the following ways:

Telephone: 01394 411405  
 Telephone/Text: 07739 411927  
 E-mail: [hollesleyparishclerk@gmail.com](mailto:hollesleyparishclerk@gmail.com)  
 Post: Manor Farm, Hollesley, Woodbridge, Suffolk IP12 3NB

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Adopted by the Parish Council at a meeting on:

Signed:

Mrs Judi Hallett  
Clerk

Mrs Jane Daly  
Chair