

HINGHAM TOWN COUNCIL

Freedom of Information – Publication Scheme Background

Hingham Town Council has produced this Publication Scheme under the Freedom of Information Act.

Purpose of the Scheme

This Publication Scheme sets out the information the Council will make available as a matter of course. It does not mean that other information will not be provided, but simply that the information listed in the scheme is readily available.

Scope of the Publication Scheme

The Publication Scheme sets out the classes of information the Council has, or will make, available. Within each class is a list of documents or information.

In general correspondence sent or received by councils and all information relating to private individuals is excluded throughout the scheme as this is personal data under the Data Protection Act 1988.

Availability of Information

Information included in this scheme will be available either on the website, in hard copy, or for inspection.

Contact details

Information under the Scheme not held on the website can be obtained by:

Making a written request to the Clerk:-

Alison Doe, 11 Rectory Road, Rockland All Saints, Attleborough, NR17 1XA.

Making a request by email: hinghamtc@hotmail.com

In instances where a Hard Copy is the only means by which the information is available then please contact the Clerk, Alison Doe on 01953 483891 or by email who will be able to advise on the cost of particular information based on 10p per A4 Sheet

Charges for Information

The majority of the information under the Scheme will be held on the Council's website and as such is provided free of charge.

Charges will be made for actual disbursements incurred such as:

Photocopying (10p / sheet black and white)

Postage and packing – actual cost.

Information available from Hingham Town Council

Information to be published	How the information	Cost
	may be obtained	

Class1 - Who we are and what we do

(Organisational information, structures, locations and contacts)

Who's who on the Council and its Committees	Website	Free
	Hard copy	10p per A4 sheet
Contact details for Town Clerk and Councillors	Website	Free
	Hard copy	10p per A4 sheet
Location of main Council office and accessibility details	Website	Free
	Notice Board	
Staffing structure	Hard Copy	10p per A4 sheet

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	Website	Free
	Hard Copy	Free
Finalised budget	Website	Free
	Hard copy	10p per A4 sheet
Precept	Website	Free
	Hard copy	10p per A4 sheet
Financial Standing Orders and Regulations	Website	Free
	Hard copy	10p per A4 sheet

Grants given and received	Website	Free
	Hard copy	10p per A4 sheet
List of current contracts awarded and value of contract	Hard copy	10p per A4 sheet
Members' allowances and expenses.	Hard Copy	10p per A4 sheet
Please note members of Hingham Town Council do not claim any allowances, except the Chairman who receives a small allowance for expenses incurred.		
Parish Plan	Hard copy	Free
Annual Report		
	Website	Free
	Hard copy	10p per A4 sheet
Class 3 - What our priorities are and how we are doing		
(Strategies and plans, performance indicators, audits, inspections and reviews)		

Class 4 - How we make decisions

(Decision making processes and records of decisions)

Time and dates of meetings

Website

Free

Responses to planning applications

Hard Copy

Free

Bye-laws

Hard copy

10p per A4 sheet

Agendas of meetings (as above)

Website

Free

Hard Copy

10p per A4 sheet

Council Notice Board

Minutes of meetings (as above)

Website

Free

Hard copy

10p per A4 sheet

Hingham Library

Reports presented to council meetings	Hard Copy	10p per A4 sheet
Responses to consultation papers	Hard Copy	Free
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	Website	Free
Code of Conduct	Hard copy	10p per A4 sheet
Policy statements		
Information security policy	Hard Copy	10p per A4 sheet
Records management policies (records retention, destruction and archive)	Website Hard Copy	Free 10p per A4 sheet
Data protection policies	Hard Copy	10p per A4 sheet
Schedule of charges (for the publication below of information)	See	

Class 6 - Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	Electoral Roll for inspection only	
Assets Register	Hard Copy	10p per A4 sheet
Disclosure log	Hard Copy	10p per A4 sheet
Register of members' interests	Website	Free
	Hard Copy	10p per A4 sheet
Register of gifts and hospitality	Hard Copy	10p per A4 sheet
Class 7 - The services we offer		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Burial grounds and closed churchyards	Website	
	Hard copy	Free
	Some information may only be available by inspection	10p per A4 sheet
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard copy	"

Bus shelters	Hard copy	"
Public conveniences	Hard copy	"
Agency agreements	Hard copy	10p per A4 sheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy	Free 10p per A4 sheet

Review dates
19th May 2015
03 May 2016
02 May 2017