

## Information available from Hathern Parish Council under the Freedom of Information Act

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>	<a href="#">Top Level HPC</a>	
Who's who on the Council with e-mail address.	<a href="#">Online</a>	-
Contact details for Parish Clerk	<a href="#">Online</a>	-
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) - current and previous financial year as a minimum		
Annual return form and report by auditor	Hard Copy – contact Parish Clerk	Yes
Finalised budget	<a href="#">Online</a>	-
Precept	Available online shortly	-
Financial Standing Orders and Regulations	<a href="#">Online</a>	-
Grants given and received	<a href="#">Online</a>	-
List of current contracts awarded and value of contract	Hard Copy – contact Parish Clerk	Yes
Members' allowances and expenses	Hard Copy – contact Parish Clerk	Yes
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Strategic Plan	<a href="#">Online</a>	-
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings	<a href="#">Online</a>	-
Agendas of meetings	Hard Copy – contact Parish Clerk	Yes
Minutes of meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	<a href="#">Online</a>	-
Reports presented to council meetings - N.B. this will exclude information that is properly	Hard Copy – contact Parish Clerk	Yes

regarded as private to the meeting.		
Responses to planning applications	<a href="#">Online</a>	-
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
<b>Policies and procedures for the conduct of council business:</b>		
Procedural standing orders	<a href="#">Online</a>	-
Committee and sub-committee terms of reference	Hard Copy – contact Parish Clerk	Yes
Delegated authority in respect of officers	Hard Copy – contact Parish Clerk	Yes
Code of Conduct	Online	Yes
Policy statements	<a href="#">Online</a>	-
<b>Policies and procedures for the provision of services and about the employment of staff:</b>		
Internal policies relating to the delivery of services	Hard Copy – contact Parish Clerk	Yes
Equality and diversity policy	<a href="#">Online</a>	-
Health and safety policy	<a href="#">Online</a>	-
<b>Policies and procedures for handling requests for information:</b>		
Complaints procedures	<a href="#">Online</a>	-
Information security policy	<a href="#">Online</a>	-
Records Management (records retention, destruction and archive)	Physically stored off-site	-
Data Protection policies	<a href="#">Online</a>	-
Schedule of charges (for the publication of information)	Hard Copy – contact Parish Clerk	Yes
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		

Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection only – contact Parish Clerk	
Assets Register	Available online shortly	-
Register of members' interests	Inspection only – contact Parish Clerk	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Burial grounds and closed churchyards	<a href="#">Online</a>	-
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	<a href="#">Online</a>	-
Cricket pitch, football pitch and other rentals	<a href="#">Online</a>	-
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

[Primary Point of Contact - Parish Clerk](#)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement charge</b>	Photocopying @ 50p per sheet (black & white)	Actual cost
	Photocopying @ £1.00 per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred by the public authority including extracting the information from file.

For Residents reading this as hard copy and without access to the online version, the information contained may be obtained from the Parish Clerk:

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10, St. Peter's Avenue  
Hathern  
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