



HASKETON PARISH COUNCIL

Model Publication Scheme

This model publication scheme shows the information available from Hasketon Parish Council and is detailed below.

David Keeble, Parish Clerk,
Hasketon Parish Council

Note: most information is available on the Councils website at no charge, but where hard/paper copies are required/requested and printing and postage costs, and any other associated costs, are incurred these will be charged to the requestor. Payment must be made before the information can be sent.

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 Board (located at the entrance to Tymmes Place, near the Village Hall)	Free Free
Names of Current Councillors	Website	Free
Names of members of Staff	Website	Free
Contact details for Councillors and Clerk (named contacts where possible plus telephone numbers and email addresses (where available))	Website	Free
Office address and access details	Website	Free

CLASS 2 – What we spend and how.

Information to be published	How the information can be obtained	Cost
Income and Expenditure details: <ul style="list-style-type: none">• Current year• Previous Years	Website Hard copies	Free At cost
Annual return form and auditors report	Website Hard copies	Free At cost
Budget Information	Website Hard copy	Free At cost
Precept	Hard copy	At cost
Financial Regulations	Website	Free
Standing Orders	Website	Free
Grants Received	Hard copy	At cost
Grants Given	Hard copy	At cost
List of current contracts awarded and value of contract	Hard copy	At cost
Member's allowances and expenses	Hard copy	At cost

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	n/a	
Annual Report to Parish or Community meeting	Website Hard copy	Free At cost

Class 4 – How we make decisions.

Information to be published	How the information can be obtained	Cost
Current and previous Council year (timetable of scheduled council meetings)	Website Noticeboard Hard copy	Free Free At cost
Meeting Agendas	Website Noticeboard Hard copies	Free Free At cost
Meeting Minutes (as above – but excluding information that is subject to confidentiality rules)	Website Noticeboard Hard copies	Free Free At cost
Reports presented to Meetings (but excluding information that is subject to privacy rules)	Hard copies	At cost
Responses to consultation papers (but excluding information that may contravene Data Protection rules)	Hard copies	At cost
Responses to planning applications	Hard copies East Suffolk Council Planning Portal Copy emails	At cost Free Free
Bye Laws	n/a	

Class 5 – Our Policies and Procedures:

Information to be published	How the information can be obtained	Cost
Policies and procedures for all Council matters: <ul style="list-style-type: none"> • Standing Orders • Codes of Conduct • Committees and sub committees • Policy statements 	All on website Hard copies	Free At cost
Policies and procedures for the provision of services and about the employment of staff:	Hard copies where available	At cost
Information requests	Website	Free
Complaint's procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy	Free At cost
Information security	Website	Free
Records management policies (records retention, destruction and archiving)	n/a	
Data Protection Policies	Website Hard copies	Free At cost

Class 6 – Lists and Registers:

Information to be published	How the information can be obtained	Cost
Publicly available registers/lists	n/a	
Asset Register	Website Hard copy	Free At cost
Disclosure Log (indicating what information has been provided in response to requests)	n/a	
Register of members' interests	East Suffolk Council website Hard copy	Free At cost
Register of gifts and hospitality	Hard copy	At cost
Allotments	Hard copy	At cost

Class 7 – The Services we offer:

Information to be published	How the information can be obtained	Cost
Allotments	Hard copy (contact Clerk)	At cost
Play area/Amenity Area	Hard copy (contact Clerk)	At cost

The costs involved in providing hard copies is approximately 10p to 20p per sheet. Information held that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Website Accessibility: The hasketon.suffolk.cloud web-site has been created using SilverStripe, a software package provided by Suffolk.Cloud as part of their hosting service and can be accessed via the Hasketon Parish Council website at hasketon.suffolk.cloud

Adopted by Hasketon Parish Council at an extraordinary Parish Council meeting held on 22nd June 2021.

Signed;

David Keeble
Clerk
Date: _____

Alastair McWhirter
Chairman
Date: _____