

# Harby Parish Council - Freedom of Information

## Information available from Harby Parish Council under the Publication Scheme

Reviewed 31<sup>st</sup> May 2018  
Next review May 2019



All available information below can be obtained from the parish clerk.  
Website address where mentioned is [www.harby-notts.org.uk](http://www.harby-notts.org.uk)

Information to be published	How the information can be obtained	Cost for Hard Copy
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
<b>Who's who on the Council and its committees</b> Contact Clerk for details, or available online	Hard copy, e-mail and website	10p per page + pp
<b>Contact details for Parish Clerk and Council members:</b> Parish Clerk: Caron Ballantyne t: 01636 893342 e: <a href="mailto:ParishClerk@Harby-Notts.org.uk">ParishClerk@Harby-Notts.org.uk</a> Councillor details available on the website or via the clerk.	Hard copy, e-mail and website. Councillors contact details on website.	10p per page + pp
<b>Location of main Council office</b> No Council Office	Available for contact in person, by phone, by e-mail, see above	-
<b>Staffing structure</b> Part-time clerk	-	-
<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.		
Harby Parish Council Accounts	Hard copy, e-mail and website	10p per page + pp
Annual return form and report by auditor	Hard copy, e-mail and website	10p per page + pp
Finalised budget	Hard copy, e-mail, and website	10p per page + pp
Precept - Recorded in the Minutes	Hard copy, e-mail and website	10p per page + pp
Borrowing Approval letter		

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost for Hard Copy</b>
Financial Standing Orders and Regulations	Hard copy, e-mail, and website	10p per page + pp
Grants given and received - Recorded in the Minutes and Accounts	Hard copy, e-mail and website	10p per page + pp
List of current contracts awarded and value of contract Recorded in the Minutes and Accounts	Hard copy, e-mail and website	10p per page + pp
Members' allowances and expenses – Recorded in Minutes and accounts	Hard copy, e-mail and website	10p per page + pp
<b>Class 3 – What our priorities are and how we are doing:</b> Strategies and plans, performance indicators, audits, inspections and reviews)		
Council Aims and Priorities	Hard copy, e-mail and website	10p per page + pp
Parish Plan 2005-2015 Community Led Plan 2015-2025.	Hard copy, e-mail and website	10p per page + pp
Annual Report to Parish or Community Meeting	Hard copy, e-mail and website	10p per page + pp
Quality status – Local Council Award Scheme, Foundation Level	Hard copy, e-mail and website	10p per page + pp
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions:</b> Decision making processes and records of decisions. Current and previous council year as a minimum.		
Timetable of meetings	Hard copy, parish notice board, e-mail and website	10p per page + pp
Agendas of meetings	Hard copy, parish notice board, e-mail and website	10p per page + pp
Minutes of meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy, parish notice board, e-mail and website	10p per page + pp
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy, e-mail and website	10p per page + pp
Responses to planning applications – in minutes Responses to consultation papers - in minutes	Hard copy, parish notice board, e-mail and website	10p per page + pp
<del>Bye-laws</del>		
<b>Class 5 – Our policies and procedures:</b> Written protocols, policies and procedures for delivering our services and responsibilities. Current information only.		
Policies and procedures for the conduct of council business: Procedural Standing Orders <del>Committee and sub-committee terms of reference</del> <del>Delegated authority in respect of officers</del> Code of Conduct Policy statements	Hard copy, e-mail and on website	10p per page + pp

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost for Hard Copy</b>
Policies and procedures for the provision of services and about the employment of staff: <del>Internal policies relating to the delivery of services</del> Equality and diversity policy Health and safety policy <del>Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information Complaints procedures Risk Management Policy	Hard copy, e-mail and on website	10p per page + pp
<del>Information security policy</del>		
Records management policies (records retention, destruction and archive)	Hard copy, e-mail and website	10p per page + pp
Data protection policies - As per Data Protection Act requirements	Hard copy, e-mail and website	10p per page + pp
Schedule of charges for the publication of information - As documented in this publication	-	-
<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)	Newark and Sherwood District Council	-
Asset Register	Hard copy, e-mail and website	10p per page + pp
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)	-	-
Register of members' interests	Hard copy, e-mail and website	10p per page + pp
Register of gifts and hospitality	Hard copy and e-mail	10p per page + pp
<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.		
Allotments	Hard copy and e-mail	10p per page + pp
<del>Burial grounds and closed churchyards</del>		
<del>Community centres and village halls (trustees)</del>	Harby and Swinethorpe Victory Hall Committee. See website	
Parks, playing fields and recreational facilities (Separate body from Council)	Steve Hogg, Harby Playing Field Committee. See website	
Seating, litter bins, <del>clocks, memorials and lighting</del>	Hard copy, e-mail and website – On Asset Register	10p per page + pp
<del>Bus shelters</del>		

Information to be published	How the information can be obtained	Cost for Hard Copy
Markets		
Public conveniences		
Agency agreements		
Village Welcome Pack	Hard copy, e-mail and website	10p per page + pp
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) Allotment fees and grass cutting on behalf of Newark and Sherwood District Council –recorded in minutes and accounts	Hard copy, website and e-mail	10p per page + pp

**Contact details: HARBY PARISH CLERK, 71 HIGH STREET, COLLINGHAM, NEWARK NG23 7LB.**

## **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 cost</b>	Photocopying @ 10p per sheet (black & white)	The cost incurred by the public authority
	Postage @ 79p	Cost of Royal Mail 2 <sup>nd</sup> class large letter up to 100g
<b>Statutory Fee</b>	-	In accordance with the relevant legislation (quote the actual statute)

This document is based on the 'template guide to information for parish councils' (**Version 2 20140612**) accessed through <https://ico.org.uk/for-organisations/guide-to-freedom-of-information/publication-scheme/definition-documents/>