

Information available from Hyde Parish Council under the publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard copy-contact clerk	Free 10p per sheet + postage
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Notice board Hard copy-contact clerk	Free Free 10p per sheet + postage
Location of main Council office and accessibility details	Website Notice board Hard copy-contact clerk	Free Free Free
Staffing structure	Website Hard copy-contact clerk	Free Free
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 Noticeboard Hard copy-contact clerk	Free 10p per sheet + postage
Finalised budget	Hard copy-contact clerk	10p per sheet + postage

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Precept	Minutes-website Hard copy-contact clerk	Free 10p per sheet + postage
Financial Standing Orders and Regulations	Website or Hard copy-contact clerk	10p per sheet + postage
Grants given and received	Hard copy-contact clerk Parish Council meeting minutes-website	10p per sheet + postage Free
Members' allowances and expenses	Hard copy-contact clerk Website – Financial Information	10p per sheet + postage Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan, if any	Hard copy –contact clerk	10p per sheet + postage
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy-contact clerk	Free 10p per sheet + postage
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Noticeboard Hard copy-contact clerk	Free Free 10p per sheet + postage

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Agendas of meetings (as above)	Website Noticeboard Hard copy-contact clerk	Free Free 10p per sheet + postage
Minutes of meetings (as above) – <i>NB: this will exclude information that is held in Closed Session..</i>	Website Hard copy-contact clerk	Free 10p per sheet + postage
Reports presented to council meetings	Website, if available Hard copy-contact clerk	Free 10p per sheet + postage
Responses to consultation papers	Website, if available Hard copy-contact clerk	Free 10p per sheet + postage
Responses to planning applications	Planning Authority Website Hard copy-contact clerk	Free 10p per sheet + postage
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Most are available on the website	Free – where available
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Policy statements Code of Conduct	Hard copy-contact clerk Hard copy-contact clerk Hard copy-contact clerk	All 10p per sheet + postage

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Policies and procedures for the provision of services and about the employment of staff:	Hard copy-contact clerk	10p per sheet + postage
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact clerk	10p per sheet + postage
Records management policies (records retention, destruction and archive)	Hard copy-contact Clerk or HCC records office	10p per sheet + postage
Data protection policies	Gov't guidelines	
Schedule of charges (for the publication of information)	Hard copy-contact clerk	10p per sheet + postage
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (<i>if any are held this should be publicised; in most circumstances existing access provisions will suffice</i>)	Hard copy – contact Clerk	10p per sheet + postage
Assets Register	Hard copy-contact Clerk	10p per sheet + postage
Register of members' interests	Hard copy-contact Clerk or NFDC	10p per sheet + postage
Register of gifts and hospitality	Hard copy-contact Clerk or NFDC	10p per sheet + postage

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Bus shelters</p>	<p>Contact the clerk</p>	
<p>Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	<p>Contact the clerk</p>	

Contact details:

Mrs Martine Coatham, Parish Clerk,

The Wrens Nest, Hyde, SP6 2QE

Tel: 01425 650789 Email: parishclerk@hyde-pc.gov.uk Web: www.hydeparish.net

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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Photocopying @ 10 p per sheet (colour)	Actual cost*
	Postage- actual cost of postage charged by Royal mail	Actual cost of Royal Mail standard 2 nd class LARGE PARCEL DEPENDANT ON WEIGHT
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority

Created: February 2017

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