

Humshaugh Parish Council

FOI Publication Scheme (last revision Apr 2021)

Based on the ICO "Parish/Community Council template guide to information" Version 2, 20140612



For charges see "Schedule of Charges" on the last page

Class 1 - Who we are and what we do		
Information Published	How the information can be obtained	When Reviewed
Who's who on the Council and its Committees / Staffing Structure	Website / Email	Annually (May)
Contact details for Parish Clerk and Council members	Website / Email	As required
Role of Parish Councillor		
<i>Location of main Council office and accessibility details</i>	<i>n/a</i>	<i>n/a</i>

Class 2 – What we spend and how we spend it		
Information Published	How the information can be obtained	When Reviewed
Annual return form and report by auditor (Actual timetable set by Auditor's but generally around Jun)	Website / Email	Annually (circa Jun)
All expenditure (see minutes page)	Website / Email	With minutes (bi-monthly)
Precept	Held by Northumberland CC	Annually (Jan)
Grants / Donations given and received (inc in minutes above and with Audit)	Website / Email	With minutes (bi-monthly) and with Audit (annual)
<i>Borrowing Approval letter</i>	<i>n/a</i>	<i>n/a</i>
<i>List of current contracts awarded and value of contract</i>	<i>n/a</i>	<i>n/a</i>
<i>Members' allowances and expenses</i>	<i>n/a</i>	<i>n/a</i>

Class 3 – What our priorities are and how we are doing

Information Published	How the information can be obtained	When Reviewed
Chair's Annual Reports (see meetings)	Website / Email	Annually (May)
<i>Parish Plan (current and previous year as a minimum)</i>	n/a	n/a
<i>Quality status</i>	n/a	n/a
<i>Local charters drawn up in accordance with DCLG guidelines</i>	n/a	n/a

Class 4 – How we make decisions

Information Published	How the information can be obtained	When Reviewed
Schedule of meetings	Website / Email	Annually or as required
Agendas of meetings	Website / Email	As required
Minutes of meetings (drafts to go on one month after meeting)	Website / Email	As required
Reports presented to council meetings (please note: majority of reports are given verbally)	Website / Email	With agenda or minutes, as appropriate
Responses to consultation papers (where responses are given)	Website / Email	As required
Responses to planning applications	NCC Planning Portal	As required
Casual Vacancy Guidance (for Parish Councillors)	Set by Northumberland County Council	n/a

Class 5 – Our policies and procedures

Information Published	How the information can be obtained	When Reviewed
Anonymous Correspondence	Website / Email	Annually (May)
Code of Conduct (provided by NALC)	Website / Email	Annually (May)
Complaints (provided by NALC)	Website / Email	Annually (May)
Data Protection & Subject Access	Website / Email	Annually (May)
Document Retention (provided by NALC)	Website / Email	Annually (May)
Donations	Website / Email	Annually (May)
Disciplinary	Website / Email	Annually (May)
Emergency Planning - to be drafted	Website / Email	Annually (May)
Expenses	Website / Email	Annually (May)
Financial Regulations (based on NALC model)	Website / Email	Annually (May)

Grievance	Website / Email	Annually (May)
Guidance on use of Social Media (provided by NCC)	Website / Email	Annually (May)
Insurance (Employer's Liability)	Website / Email	Annually (Jun)
Personal Data Information Asset Register	Website / Email	Annually (May)
Public Participation at Parish Council Meetings	Website / Email	Annually (May)
Records Management	Website / Email	Annually (May)
Risk Management and Schedule	Website / Email	Annually (May)
Standing Orders	Website / Email	Annually (May)
<i>Any of the above may be reviewed at any point in the year if circumstances require it.</i>		

Class 6 – Lists and Registers

Information Published	How the information can be obtained	When Reviewed
Asset register	Website / Email	Annually (Mar)
Declaration of Interests	Held by Northumberland County Council	as required
<i>Register of gifts and hospitality</i>	<i>n/a</i>	<i>n/a</i>

Class 7 – The services we offer

Information Published	How the information can be obtained	When Reviewed
Seating, litter bins, war memorial	See listing at Imperial War Museums	<i>n/a</i>
Bus shelter	no info published	<i>n/a</i>
<i>Allotments</i>	<i>n/a</i>	<i>n/a</i>
<i>Burial grounds and closed churchyards</i>	<i>n/a</i>	<i>n/a</i>
<i>Community centres and village halls</i>	<i>n/a</i>	<i>n/a</i>
<i>Parks, playing fields and recreational facilities</i>	<i>n/a</i>	<i>n/a</i>
<i>Markets</i>	<i>n/a</i>	<i>n/a</i>
<i>Public conveniences</i>	<i>n/a</i>	<i>n/a</i>
<i>Agency agreements</i>	<i>n/a</i>	<i>n/a</i>
<i>Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</i>	<i>n/a</i>	<i>n/a</i>

Schedule of charges

Any of the above

The vast majority of the information listed above is available online at no cost; items required by email is provided at no cost. Where the above information is required in paper format the following charges apply (these charges may be waived at the discretion of the Clerk):

Cost per sheet of information 67p

Based on the following:

Paper – c£4 for 500 sheets = 8p/sheet

Ink – HP “301” c£25 for 100 pages = 25p/sheet

Time to print / scan = c2mins per sheet (hourly rate £10.16 / 60 mins = 17p/min) = 34p/sheet

Postage will be charged in line with current Post Office rates.

Other information

Where information is requested that is not readily available (such as archived material) this will be costed using the hourly rate (or part thereof) of the Clerk depending upon the work involved. Costs will be advised before the work commences (these charges may be waived at the discretion of the Clerk).

Contact details:

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