

HEADON-CUM-UPTON, GROVE & STOKEHAM PARISH COUNCIL

Information available from Headon-Cum-Upton, Grove & Stokeham Parish Council under the ICO model publication scheme

Information to be published	How the information can be obtained	Cost
Who we are and what we do (Organisational information, structures, locations and contacts)	Can be viewed via the following: On the Parish Council's website at www.hugsparishcouncil.org.uk Email at headonpc@gmail.com	Information on the website is free of charge. All copies are charged at 10p per sheet unless otherwise stated plus postage if applicable
Who's who on the Council and its Committees	Can be viewed via the following: On the Parish Council's website at www.hugsparishcouncil.org.uk Email at headonpc@gmail.com In the Parish Council's noticeboards	As above
Contact details for Parish clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	As above
Location of main Council office and accessibility details	Home of the Clerk	As above
Staffing structure	Not held	
What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Can be viewed via the following: On the Parish Council's website at www.hugsparishcouncil.org.uk Email at headonpc@gmail.com	As above
Current and previous financial year as a minimum		
Annual return form report by auditor	As above	As above
Finalised budget	Email at headonpc@gmail.com	As above
Precept	As above	As above
Financial Standing Orders and Regulations	Can be viewed via the following: On the Parish Council's website at www.hugsparishcouncil.org.uk Email at headonpc@gmail.com	As above
Grants given and received	As above	As above

List of current contracts awarded and value of contract	Can be viewed via the following: On the Parish Council's website at www.hugsparishcouncil.org.uk Email at headonpc@gmail.com	As above
Members' allowances and expenses	Email at headonpc@gmail.com	As above
What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Can be viewed via the following: On the Parish Council's website at www.hugsparishcouncil.org.uk Email at headonpc@gmail.com	As above
Parish/Neighbourhood Plan	Can be viewed via the following: On the Parish Council's website at www.hugsparishcouncil.org.uk Email at headonpc@gmail.com	As above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Can be viewed via the following: On the Parish Council's website at www.hugsparishcouncil.org.uk Email at headonpc@gmail.com	As above
Quality status	Not held	
Local charters drawn up in accordance with DCLG guidelines	Not held	
How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Can be viewed via the following: On the Parish Council's website at www.hugsparishcouncil.org.uk Email at headonpc@gmail.com	As above
Timetable of meetings (Council, any committees/sub committee meetings and parish meetings)	As above and on the Parish Noticeboards	As above
Agendas of meetings (as above)	As above, including the current one on Parish Notice boards	As above
Minutes of meetings (as above)	As above	As above
Reports presented to Council meetings	Email at headonpc@gmail.com	As above
Responses to consultation papers	As above	As above
Responses to planning applications	1. by contacting Bassetlaw District Council, or by visiting their website:	

	Planning services Bassetlaw District Council	
Bye-laws	Not held	
Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Can be viewed via the following: On the Parish Council's website at www.hugsparishcouncil.org.uk	As above
Current information only	Email at headonpc@gmail.com	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	As above	As above
Information security policy	Not held	
Record management policies (records, retention, destruction and archive)	Email at headonpc@gmail.com	As above
Data protection policies: Privacy Notice	As above	As above
Lists and Registers Currently maintained lists and registers only	Can be viewed via the following: On the Parish Council's website at www.hugsparishcouncil.org.uk Email at headonpc@gmail.com	As above
Assets Register	Can be viewed via the following: On the Parish Council's website at www.hugsparishcouncil.org.uk Email at headonpc@gmail.com	As above
Disclosure log	Not held	
Register of members' interests	Can be viewed via the following: On the Parish Council's website at www.hugsparishcouncil.org.uk Email at headonpc@gmail.com By contacting Bassetlaw District Council, or by visiting their website: Homepage Bassetlaw District Council	As above

Register of gifts and hospitality	Email at headonpc@gmail.com	As above
The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Can be viewed via the following: On the Parish Council's website at www.hugsparishcouncil.org.uk Email at headonpc@gmail.com	As above
Current information only		
Allotments	Not held	
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held	
Parks, playing field and recreational facilities	Not held	
Seating, litter bins, clocks, memorials and lighting	Email@headonpc@gmail.com	As above
Bus shelters	Not held	
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not held	

Classes of information that are exempt:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act
- Information in draft form
- Information that is no longer available as it is contained in files that have been placed in archive storage, or are difficult to access for similar reasons.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @ 10p (black & white)	Actual cost*
	Postage	Actual costs of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority

This Data Protection Policy was adopted by Headon-cum-Upton, Grove & Stokeham Parish Council at its meeting on the 3rd March 2025 Agenda item 25/150