

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 |
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| 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) Current and previous financial 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 |
| 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 |

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| 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: | |

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| | 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) Current information 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 |
| 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 |

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| 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) Current information 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 |
| 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