SOUTH HANNINGFIELD PARISH COUNCIL

PUBLICATION SCHEME
Adopted March 2026

Information available from South Hanningfield Parish Council under the Freedom of Information Act

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

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) Current information only		
List of Council members and their responsibilities as well a list of Council Committees	Website	Free
Details of any representation on local public bodies	Website	Free
Postal and email address Contact details for Parish Clerk and Council members (Where possible, provide named contacts including contact phone numbers and email addresses)	Website Website	Free Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts, and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Hard copy	
Precept	Website	Free
Borrowing Approval letter	N/A	N/A
All items of expenditure ~~above £100~~	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy	
Members' allowances and expenses	Not held	N/A

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Website	Free
Neighbourhood Plan	N/A	N/A
Annual Report to SH Parish Council Annual Meeting	Website	Free
Quality status	N/A	N/A
Local charters drawn up in accordance with DLUHC's guidelines	N/A	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	N/A

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Hard copy	
Responses to planning applications	Website	Free
Bye-laws	Hard copy	

Class 5 – Our policies and procedures (Current 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 • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	 Website Website Website Website Website	 Free Free Free Free Free
Policies and procedures for the provision of services and about the employment of staff: • Disciplinary Policy • Objection setting and performance appraisal policy • Policies and procedures for handling requests for information	 Website Website Website	 Free Free Free
Complaints procedures (including those covering requests for information and operating the publication scheme) • Complaints Procedure • Grievance Policy	 Website Website	 Free Free
Records management, personal data, and access to information policies • Document Retention Policy • Data Breach Policy	 Website Website	 Free Free

Class 6 – Lists and Registers Currently maintained lists and registers only.	(hard copy or website; some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)		
Assets register, including details of public land and building assets	Website	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard copy	
Register of members' interests	Website	Free
Register of gifts and hospitality	Non held	

Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	Free
Burial grounds and closed churchyards	Not held	N/A
Village halls	N/A	N/A None belong to the Parish Council
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy	Free
Bus shelters	Hard Copy	Free
Markets	Not held	N/A
Public conveniences	Not held	N/A

Agency agreements	Not held	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held	N/A
Additional Information Information not itemised in the lists above		

Contact Details

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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 @ 25p per sheet (black & white)	Actual cost * 25p

	Photocopying @ 50p per sheet (colour)	Actual cost 50p
	Postage	Actual cost of Royal Mail standard 2nd class 2nd Class Letter (up to 100g): 87p. 2nd Class Large Letter (up to 100g): £1.55. *May increase in April 2026*
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Document Control

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