

### Information available from Holcot Parish Council under the model publication scheme

Local Government Act 1972 (“the Act”). All local authorities are required to conduct their business in an open and transparent way and must comply with statutory requirements in relation to decision making and activities undertaken. Public have the right to inspect certain documents. Local Government Act 1972 s 228.

The Parish Council publishes information pro-actively on the parish website (www.holcotvillage.co.uk). The type of information on the website is specified below. In addition, other information is available to the public and the Parish Council will provide an initial response to a valid written request for information within 20 working days. This response will confirm whether it holds information within the scope of the request, any legally specified limits to the disclosure of the information and the cost of providing the available information. Once payment of the specified cost has been received, the Parish Council will provide the information within the statutory time limits.

| Information to be published  | How the information can be obtained | Cost |
|--|-------------------------------------|------|
| <p><b>Class 1 - Who we are and what we do</b> <i>Holcot Parish Council follow the ICO model template. The Openness of Local Government Bodies Regulations 2014. The standing orders sets out how the council operates; how decisions are made; who makes decisions; how residents, businesses and other organisations can participate; and the procedures which are followed to ensure the council is efficient, transparent and accountable to local people.</i></p> <p>(Organisational information; structures; locations; contacts). Current information only</p> |                                     |      |
| Who’s who on the Council and its Committees  | Website                             | nil  |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))   | Website                             | nil  |



| Information to be published  | How the information can be obtained | Cost |
|--|-------------------------------------|------|
| Location of main Council office and accessibility details  | No Council office                   | N/A  |
| Staffing structure   | Sole employee<br>Parish Clerk       | N/A  |
| <p><b>Class 2 – What we spend and how we spend it</b> <i>A council must ensure that its Financial, operational and risk management is effective, Accounts and Audit Regulations 2015 (SI 2015/234), reg 3. Providing financial clarity means that the public can easily assess a Councils’ financial position. Councils are responsible for public money. Councillors need to make arrangements to safeguard public funds. Our Financial Regulations sets out the guidance. The parish council aims to give value for money as it raises and spends money for the benefit of the local community. Electors should be confident that their money is being properly managed. They have a right to expect that the council will minimise risk, especially avoiding bad debts and loss through fraud.</i></p> <p>(Financial information: projected and actual income and expenditure; procurement; contracts; financial audit) Current &amp; previous financial year</p> |                                     |      |
| AGAR form and report by auditor  | Website                             | nil  |
| Finalised budget   | Website                             | nil  |
| Precept  | Website                             | nil  |
| Borrowing Approval letter  | None                                | N/A  |
| Financial Standing Orders and Regulations  | Website                             | nil  |
| Grants given and received  | Website                             | nil  |
| List of current contracts awarded and value of contract  | Website                             | nil  |
| Members’ allowances and expenses   | None                                | nil  |



| Information to be published   | How the information can be obtained | Cost      |
|---|-------------------------------------|-----------|
| <p><b>Class 3 – What our priorities are and how we are doing</b> <i>Our priority is to be open and transparent in relation to public money and plans to ensure effective governance is in place and future projects and plans are on target. The annual parish meeting is a way for electors to engage and see how the parish council is performing in their duties and responsibilities.</i><br/>(Strategies and plans, performance indicators, audits, inspections and reviews) Current &amp; previous year</p> | (hard copy or website)              |           |
| Parish Plan (current and previous year)   | None                                | N/A       |
| AGAR Report to Parish Meeting - Newsletter  | Website                             | N/A       |
| Quality status  | None                                | N/A       |
| Local charters drawn up in accordance with DCLG guidelines  | none                                | N/A       |
| <p><b>Class 4 – How we make decisions</b> <i>The decisions are taken at meetings of the full parish council and outcomes recorded in the minutes. Local Government Act 1972, Sch 12, para 41(1). Minutes of proceedings of a local council must be kept and made available to the public. A time table of meetings is recorded in the minutes and on the website so electors have the opportunity to attend.</i><br/>(Decision making processes and records of decisions) Current &amp; previous council year</p> | (hard copy or website)              |           |
| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)  | Website                             | nil       |
| Agendas of meetings (as above)  | Website & Noticeboard               | nil       |
| Minutes of meetings (as above) - (this will exclude information that is properly regarded as private to the meeting.  | Website & Noticeboard               | nil       |
| Reports presented to council meetings – (this will exclude information that is properly regarded as private to the meeting)   | Website                             | nil       |
| Responses to consultation papers  | hard copy                           | see below |

| Information to be published  | How the information can be obtained  | Cost  |
|--|--|---|
| Responses to planning applications   | West Northamptonshire Council Website  | nil   |
| Bye-laws   | none   | N/A   |
| <b>Class 5 – Our policies and procedures</b> <i>Policies and procedures are in place for guidance and governance for the effective running of the council in line with legislation</i> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only  | (hard copy or website)   | nil   |
| Policies and procedures for the provision of services and about the employment of staff:<br>Internal instructions to staff and policies relating to the delivery of services<br>Equality and diversity policy<br>Health and safety policy<br>Recruitment policies (including current vacancies)<br>Policies and procedures for handling requests for information<br><br>Complaints procedures (including those covering requests for information and operating the publication scheme) | None<br>Website<br>Website<br>Website<br>Website<br>Website & West Northants Council Monitoring Officer<br>Website | N/A<br>Nil<br>Nil<br>Nil<br>Nil<br>Nil<br>Nil |
| Information security policy – Data Protection Policy   | Website  | Nil   |
| Records management policies (records retention, destruction and archive)   | hard copy  | see below                                     |
| Data protection policies   | Website  | nil   |
| Schedule of charges (for the publication of information)   | This document  | nil   |
| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only  | (hard copy/website)  |   |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)   | Website/ West Northamptonshire   | nil   |

| Information to be published   | How the information can be obtained | Cost |
|---|-------------------------------------|------|
|   | Council                             |      |
| Assets register   | Website                             | nil  |
| Disclosure log (indicating the information that has been provided in response to requests;recommended as good practice, but may not be held by parish councils)                       | Hard copy                           | nil  |
| Register of members' interests  | Website                             | nil  |
| Register of gifts and hospitality   | None                                | nil  |
| <b>Class 7 – The services we offer</b><br>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current only | (hard copy or website)              |      |
| Allotments  | None                                | N/A  |
| Burial grounds and closed churchyards   | None                                | nil  |
| Community centres and village halls   | None                                | N/A  |
| Parks, playing fields and recreational facilities   | Website                             | nil  |
| Seating, litter bins, clocks, memorials and lighting  | Website                             | nil  |
| Bus shelters  | Website                             | nil  |
| Markets   | None                                | N/A  |
| Public conveniences   | None                                | N/A  |
| Agency agreements   | None                                | N/A  |
| Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)  | None                                | N/A  |

| Information to be published   | How the information can be obtained | Cost |
|---|-------------------------------------|------|
| <p><b>Additional Information</b><br/>This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p> | None                                | N/A  |

Contact details: Mrs Ruby Cole  
 Clerk to Holcot Parish Council  
 32 Old Road  
 Walgrave  
 Northampton  
 NN6 9QW

Email: [clerk@holcotvillage.co.uk](mailto:clerk@holcotvillage.co.uk)

## Schedule of Charges

- **Please Note:** If there is a charge for information provided, an invoice will be raised and the information will be sent within 20 days of receipt of payment.

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 15p per sheet (colour) | Actual cost  |
|                      | Postage                             | Actual cost of Royal Mail standard 2 <sup>nd</sup> class   |
| <b>Statutory Fee</b> | Nil                                 | In accordance with the relevant legislation - The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 |
| <b>Other</b>         | Nil                                 |  |

\* the actual cost incurred by the public authority

|   |  |   |
|---|--|---|
| <b>Approved by Holcot Parish Council:</b> |  |   |
| <b>Signature of Chairman</b>              |  | <b>Date: 18<sup>th</sup> September 2023</b> |
| <b>Signature of the Clerk</b>             |  | <b>Date: 18<sup>th</sup> September 2023</b> |

To be reviewed 2025