Information available from Hallow Parish Council under the Freedom of Information Act model publication scheme

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.

Adopted by Hallow Parish Council on: 2nd June 2025
Signed by: Chair Hazel Kemshall
Date for review: June 2026

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Hallow Parish Council c/o The White House, Brownes Way, Hallow, WR2 6LD Contact: hallowparishcouncil@gmail.com Or Tel: 07539 638121 Web site: Hallowpc.co.uk Parish Clerk: Julia Hixson	Hard copies can be requested from the Clerk Information available on the web site Information on Parish notice boards next to Post office and in southern bus shelter	10p per hard copy sheet
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Hard copies can be requested from the Clerk Information available on the web site Information on Parish notice boards next to Post office	10p per hard copy sheet

	and in southern bus shelter	
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Hallow Parish Council c/o The White House, Brownes Way, Hallow, WR2 6LD Available by hard copy, web site, email, phone	10p per hard copy sheet
Location of main Council office and accessibility details	No office premises.	
Staffing structure	Clerk and Handyman only. Available by enquiring to the Clerk	10p per hard copy sheet
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	Hard copies can be requested from the Clerk Information available on the web site As applicable (e.g. AGAR) information on Parish notice boards next to Post office and in southern bus shelter	10p per hard copy sheet
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copies can be requested from the Clerk Information available on the web site As applicable (e.g. AGAR) information on Parish notice boards next to Post	10p per hard copy sheet

	office and in southern bus shelter	
Finalised budget	Hard copies can be requested from the Clerk Information available on the web site	10p per hard copy sheet
Precept	Hard copies can be requested from the Clerk Information available on the web site	10p per hard copy sheet
Borrowing Approval letter	n/a as at time of issue	
All items of expenditure above £100	Hard copies can be requested from the Clerk Information available on the web site	10p per hard copy sheet
Financial Standing Orders and Regulations	Hard copies can be requested from the Clerk Information available on the web site	10p per hard copy sheet
Grants given and received	Hard copies can be requested from the Clerk Information available on the web site	10p per hard copy sheet
List of current contracts awarded and value of contract	Hard copies can be requested from the Clerk Information available on the web site	10p per hard copy sheet

Members' allowances and expenses	Hard copies can be requested from the Clerk Information available on the web site	10p per hard copy sheet
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 copies can be requested from the Clerk Information available on the web site *Not all documents currently in existence	10p per hard copy sheet
Annual governance statement in format included in the Annual Return form	Hard copies can be requested from the Clerk Information available on the web site Posted on notice boards for the statutory period	10p per hard copy sheet
Parish Plan	NDP on web site if there is one	10p per hard copy sheet
Annual Report to Parish or Community Meeting	Hard copies can be requested from the Clerk Information available on the web site Minutes posted on notice boards within 30 days of meeting	10p per hard copy sheet
Quality status	none	

Local charters drawn up in accordance with DLUHC's guidelines	none	
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	Hard copies can be requested from the Clerk Information available on the web site	10p per hard copy sheet
Class 4 – How we make decisions		
(Decision making processes and records of decisions) Current and previous council year as a minimum	Hard copies can be requested from the Clerk Information available on the web site Agenda and minutes published on both notice boards withing specified legal timescales	10p per hard copy sheet
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copies can be requested from the Clerk Information available on the web site Agenda and minutes published on both notice boards withing specified legal timescales	10p per hard copy sheet
Agendas of meetings (as above)		
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard copies can be requested from the Clerk	10p per hard copy sheet

	Information available on the web site Agenda and minutes published on both notice boards withing specified legal timescales	
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard copies can be requested from the Clerk Information available on the web site Agenda and minutes published on both notice boards withing specified legal timescales	10p per hard copy sheet
Responses to consultation papers	Hard copies can be requested from the Clerk Information available on the web site	10p per hard copy sheet
Responses to planning applications	Hard copies can be requested from the Clerk Information available on the web site Agenda and minutes published on both notice boards withing specified legal timescales	10p per hard copy sheet

	Can be viewed on District Council planning portal	
Bye-laws	Will be published on web site if available or hard copies from Clerk	10p per hard copy sheet
Class 5 – Our policies and procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copies can be requested from the Clerk Information available on the web site	10p per hard copy sheet
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	Hard copies can be requested from the Clerk Information available on the web site	10p per hard copy sheet
Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copies can be requested from the Clerk Information available on the web site	10p per hard copy sheet
Records management, personal data and access to information policies	Hard copies can be requested from the Clerk	10p per hard copy sheet

Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Information available on the web site	
Class 6 – Lists and Registers		
Currently maintained lists and registers only.	Hard copies or inspection can be requested from the Clerk Information available on the web site	10p per hard copy sheet
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard copies or inspection can be requested from the Clerk Information available on the web site	10p per hard copy sheet
Assets register, including details of public land and building assets	Hard copies or inspection can be requested from the Clerk Information available on the web site	10p per hard copy sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	None in existence but if there were: Hard copies or inspection can be requested from the Clerk	10p per hard copy sheet
Register of members' interests	Hard copies or inspection can be requested from the Clerk Information available on the web site	10p per hard copy sheet

	Registered with District Council monitoring officer	
Register of gifts and hospitality	Hard copies or inspection can be requested from the Clerk	10p per hard copy sheet
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 copies or inspection can be requested from the Clerk Information available on the web site	10p per hard copy sheet
Allotments	Hard copies or inspection can be requested from the Clerk	10p per hard copy sheet
Burial grounds and closed churchyards	none	
Community centres and village halls	none	
Parks, playing fields and recreational facilities	Hard copies or inspection can be requested from the Clerk	10p per hard copy sheet
Seating, litter bins, clocks, memorials and lighting	Hard copies or inspection can be requested from the Clerk	10p per hard copy sheet
Bus shelters	Hard copies or inspection can be requested from the Clerk	10p per hard copy sheet
Markets	none	
Public conveniences	none	
Agency agreements	none	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	none	
Additional Information		
Vexatious demands • Excessive demands on staff time and resources:	Hard copies or inspection can be	10p per hard copy sheet

• Intransigence and unwillingness to engage: • Harassment or intimidation: • Lack of a reasonable foundation: • Repeated requests for the same or substantially the same information:	requested from the Clerk **Documented, formal record kept by Clerk – available for inspection	

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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	none	

* the actual cost incurred