



| <b>Information to be published</b>  | <b>How the information can be obtained</b> | <b>Cost</b> |
|---|--|-------------|
| <p><b>Class1 - Who we are and what we do</b><br/>           (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> | hard copy or website                       |             |
| Who's who on the Council and its Committees   | hard copy or website or contact clerk      |             |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))  | hard copy or website or contact clerk      |             |
| Location of main Council office and accessibility details   | hard copy or website or contact clerk      |             |
| <p><b>Class 2 – What we spend and how we spend it</b><br/>           (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>                                      |  |             |



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| Annual return form and report by auditor  | Hard copy or contact clerk                                |  |
| Finalised budget  | Hard copy or contact clerk                                |  |
| Precept   | Website – through minutes –<br>hard copy or contact clerk |  |
| Financial Standing Orders and Regulations   |   |  |
| Grants given and received   | Website – through minutes –<br>hard copy or contact clerk |  |
| List of current contracts awarded and value of contract   | Website – through minutes –<br>hard copy or contact clerk |  |
| <p><b>Class 3 – What our priorities are and how we are doing</b><br/>           (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p> | (hard copy or website)                                    |  |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum)   | hard copy or website or contact clerk                     |  |
| <p><b>Class 4 – How we make decisions</b><br/>           (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>   | (hard copy or website)                                    |  |



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| Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)  | hard copy or website or contact clerk   |  |
| Agendas of meetings (as above)  | hard copy or website or contact clerk   |  |
| Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.  | hard copy or website or contact clerk   |  |
| Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.   | hard copy or website or contact clerk   |  |
| Responses to consultation papers  | hard copy or contact clerk  |  |
| Responses to planning applications  | Website – through minutes –<br>hard copy or contact clerk   |  |
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|   |   |  |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities)<br><br>Current information only | (hard copy or website)  |  |
| Policies and procedures for the conduct of council business:<br><br>Procedural standing orders<br>Delegated authority in respect of officers<br>Code of Conduct<br>Policy statements  | hard copy or website or contact clerk<br>Website – through minutes –<br>hard copy or contact clerk<br>Website – through minutes –<br>hard copy or contact clerk |  |



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| <p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Job Description – Clerk</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> | <p>Hard copy – contact clerk</p> <p>Web site – Hard copy – contact clerk</p> <p>Web site – Hard copy – contact clerk</p> <p>Web site – Hard copy – contact clerk</p> <p>Web site – Hard copy – contact clerk</p> |  |
| <p>Schedule of charges (for the publication of information)</p>  | <p>Web site – Hard copy – contact clerk</p>  |  |
| <p><b>Class 6 – Lists and Registers</b></p>  |  |  |
| <p>Currently maintained lists and registers only</p>   |  |  |
| <p>Assets register</p>   | <p>Hard copy – Contact clerk</p>   |  |
| <p>Register of members interests</p>   | <p>Held at SKDC</p>  |  |
| <p>Declaration of Acceptance of Office</p>   | <p>Hard copy- Contact clerk</p>  |  |



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| <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)<br><br>Current information only |                           |  |
| Cemetery   | Hard copy – Contact clerk |  |
| Parks, playing fields and recreational facilities  | Hard copy – Contact clerk |  |
|  |                           |  |

**Contact details:**

**Parish Clerk- Miss Michelle Colton**  
**5 Rufford Close**  
**Clipstone**  
**Notts**  
**NG21 9SA**

**E mail: [clerk@hoveringhamparishcouncil.gov.uk](mailto:clerk@hoveringhamparishcouncil.gov.uk)**

**Website: [Hoveringham Parish Council, Hoveringham, Nottingham](#)**



## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

| <b>TYPE OF CHARGE</b>    | <b>DESCRIPTION</b>  | <b>BASIS OF CHARGE</b>   |
|--------------------------|---|--|
| <b>Disbursement cost</b> | Photocopying 25p per sheet (black & white)  | Actual cost *  |
|                          | Photocopying 50p per sheet (colour)   | Actual cost  |
|                          | Postage   | Actual cost of Royal Mail standard first class                         |
| <b>Statutory Fee</b>     | There will be a £10.00 minimum charge to include one hour of the clerk's time. Thereafter there will be a charge of £5.00 per 30 minutes. | In accordance with the relevant legislation (quote the actual statute) |

\* the actual cost incurred by the public authority