Hormead Parish Council

PUBLICATION SCHEME

(Using model publication scheme from the Information Commissioners Office)

Adopted 19th May 2022
Reviewed annually
Re-adopted every 4 years (After Election)

Hormead Parish Council website www.hormead.org.uk Clerk clerk@hormead.org.uk

Information to be published	**How the information can be obtained**	**Hard Copy Cost (if available)**
Class 1 – Who we are and what we do		
Who's who on the Council and its Committees	Website	See below
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address [if used])	Website	
Location of main Council office and accessibility details	N/A Contact Clerk clerk@hormead.org.uk 01763 289466	
Class 2 – What we spend and how we spend it		
Annual return form and report by auditor	Website	See below
Finalised budget	Clerk	
Precept	Clerk Council Minutes (Available on website)	
Financial Standing Orders and Regulations	Website	
Grants given and received	Reported in Minutes (Available on website)	
List of current contracts awarded and value of contract	Clerk	
Members' allowances and expenses	N/A	
Class 3 – What our priorities are and how we are doing		
Buntingford Community Area Neigbourhood Plan (BCANP)	www.buntingfordtowncouncil.co.uk	
Annual Report to Parish or Community Meeting	Annual Parish Meeting Minutes (May) (Available on website)	
Class 4 – How we make decisions		
Timetable of meetings	Website Reported in Minutes (Available on website)	See below

Agendas of meetings (as above)	Website Noticeboard	
Minutes of meetings	Website Noticeboard	
Reports presented to council meetings	Clerk	
Responses to consultation papers	Website (as appropriate) Clerk	
Responses to planning applications	Minutes Website https://publicaccess.eastherts.gov.uk	
Class 5 – Our policies and procedures		
Council business:		See below
Procedural standing orders	Website	
Code of Conduct	Website	
Policies and procedures		
Complaints procedure	Website	
Data protection policies	Website	
Schedule of charges (for the publication of information)	As specified	
Class 6 – Lists and Registers		
Assets register	Clerk	See below
Register of members' interests	Monitoring Officer at East Herts Council https://www.eastherts.gov.uk	
List of Planning Applications	Clerk	
Class 7 – The services we offer		
Great Hormead Village Hall	Managed by Village Hall Committee www.hormeadvillagehall.org hormeadvillagehall@outlook.com 07853 508918	See below
Great Hormead Children's Playground	Clerk	
Seating and litter bins	Clerk	
Additional Information		
None		

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.
Other		