

Information available from Harpole Parish Council under the model publication scheme

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	
List of council members and their responsibilities as well as a list of committees Details of any representation on local public bodies	Website
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
Location of main Council office and accessibility details	Website
Staffing structure	Website
Class 2 – What we spend and how we spend it (Financial information relating to 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
Finalised budget	Website
Precept	Website (for Band D)
Borrowing Approval letter	hard copy available
Financial Standing Orders and Regulations	Website
Grants given and received	Website when info supplied
List of current contracts awarded and value of contract	Website
Members' allowances and expenses	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	
Annual governance statement in format included in the Annual Return form	
Parish Plan	(hard copy or website)
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website
Quality status	Website
Local charters drawn up in accordance with DCLG guidelines	Currently N/A
Data protection impact assessments (in full or summary format) or any other impact assessment (eg Health and Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Website
Minutes of meetings (as above) –this will exclude material that is properly considered to be exempt from disclosure	Website
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website
Responses to consultation papers	Website
Responses to planning applications	Website
Bye-laws	Website
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
Policies and procedures for the provision of services and about the employment of staff: • Internal policies relating to the delivery of services	Website

• Equality and diversity policy • Health and safety policy • Recruitment policies (including current vacancies) • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website where applicable
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)	Website
Assets Register, including details of public land and building assets	Website
Disclosure log indicating the information that has been provided in response to FOIA and EIR requests. These are recommended as good practice	Website
Register of members' interests	Website
Register of gifts and hospitality	Website when applicable
Class 7 – The Services we offer Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)
Allotments	Website
Burial grounds and closed churchyards	N/A
Community centres and village halls	N/A
Parks, playing fields and recreational facilities	N/A
Seating, litter bins, clocks, memorials and lighting	Website
Bus shelters	Website
Markets	N/A
Public conveniences	N/A
Agency agreements	N/A
Services for which we are entitled to recover a fee and details of those fees	Website in relation to allotment

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above	
Contact details:	Parish Clerk – Sally Willis clerk@harpole-pc.gov.uk

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 @ 5p per sheet (black & white)	Actual cost *
	Photocopying @10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority

Last reviewed and updated	6 th July 2026
Next Review	July 2027