



HOLBROOK PARISH COUNCIL'S PUBLICATION SCHEME

Information available from Holbrook Parish Council under the model publication scheme from 1st April 2025.

Holbrook Parish Council will make the following information available, unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Publishing datasets for re-use

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do Organisational information, structure, locations and contacts. This will be current information only.</p>		
Who's who on the Council and its Committees	Website Noticeboards From the Clerk	Free Free 10p/sheet
Contact details for Parish Clerk and Council members	Website Noticeboards From the Clerk	Free Free 10p/sheet
Location of main Council office and accessibility details	No Council Offices, Headquarters at Clerk's home	By appointment only
Staffing structure	Clerk/RFO/Proper Officer ↓ Community Caretaker	Website

Class 2 – What we spend and how we spend it Current and previous financial year as a minimum		
Annual return form and report by auditor	Website From the Clerk	Free 10p/sheet
Finalised budget	Website From the Clerk	Free 10p/sheet
Precept	Website From the Clerk	Free 10p/sheet
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Website From the Clerk	Free 10p/sheet
Grants given and received	Website From the Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	Website From the Clerk	Free 10p/sheet
Members' allowances and expenses	Website From the Clerk	Free 10p/sheet
Class 3 – What our priorities are and how we are doing Current and previous year as a minimum		
Parish Plan (when available)	Website From the Clerk	Free 10p/sheet
Annual Report to Parish or Community Meeting	Website From the Clerk	Free 10p/sheet
Quality status	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A

Class 4 – How we make decisions Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Noticeboards From the Clerk	Free Free 10p/sheet
Agendas of meetings (as above)	Website Noticeboards From the Clerk	Free Free 10p/sheet
Minutes of meetings (as above) – nab this will exclude information that is properly regarded as private to the meeting.	Website From the Clerk	Free 10p/sheet
Reports presented to council meetings – note: this will exclude information that is properly regarded as private to the meeting.	Website From the Clerk	Free 10p/sheet
Responses to consultation papers	From the Clerk	10p/sheet
Responses to planning applications	Babergh Planning Portal From the Clerk	Free 10p/sheet
Bye-laws	N/A	
Class 5 – Our policies and procedures Current information only		
Policies and procedures for the conduct of council business: Financial Regulations Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website From the Clerk	Free 10p/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 (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Contact the clerk	Free from website 10p/sheet for hard copies

Information security policy	Website From the Clerk	Free 10p/sheet
Records management policies (records retention, destruction and archive)	Website From the Clerk	Free 10p/sheet
Data protection policies	Website From the Clerk	Free 10p/sheet
Schedule of charges (for the publication of information)	This document Website	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only: some information may only be available by inspection		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Contact the Clerk	Some information may only be available by inspection
Assets register	Website From the Clerk	Free 10p/sheet
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)	None	
Register of members' interests	BMSDC website or contact the Clerk	Free 10p/sheet
Register of gifts and hospitality	Website From the Clerk	Free 10p/sheet
Class 7 – The services we offer		
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A Contact the Village Hall Committee	
Parks, playing fields and recreational facilities	Contact the Clerk	

Seating, litter bins, memorials and lighting	Contact the Clerk	
Bus shelters	Contact the Clerk	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees)	N/A	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Articles in the In Touch Magazine (current year only)	https://intouchnews.co.uk From the Clerk	Free 10p/sheet
Articles in the Parish Papers (current year only)	Website From the Clerk	Free 10p/sheet

Contact details:

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Schedule of charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying & Printing @ 10p per sheet (black & white), 20p (colour)	Actual cost of Clerk's time and printing
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the Statutory Instrument 2004 No 3244 (Appropriate.Limit & Fees) Regulations 2004