

Hilborough Parish Council

Freedom of Information Act Publication Scheme

Adopted By Council May 2026

Contact details:

Tiffany Cox - Clerk & Responsible Financial Officer

Hilborough Parish Council

Tel: 07517766286

Email: hilboroughparishclerk@gmail.com

HILBOROUGH PARISH COUNCIL FREEDOM OF INFORMATION PUBLICATIONS

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only	Hard Copy Contact Clerk	15p per sheet
Who's who on the Council	Hard copy – contact Clerk	15p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy – contact Clerk	15p per sheet
Location of main Council office and accessibility details	N/A	-
Staffing structure	Hard copy – contact Clerk	15p per sheet

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		
Annual return form and report by auditor	Hard copy – contact Clerk	15p per sheet
Finalised budget	Hard copy – contact Clerk	15p per sheet
Precept	Hard copy – contact Clerk	15p per sheet
Borrowing Approval letter	N/A	-
Financial Standing Orders and Regulations	Hard copy – contact Clerk	15p per sheet
Grants given and received	Hard copy – contact Clerk	15p per sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	15p per sheet
Members' allowances and expenses	Hard copy – contact Clerk	15p per sheet

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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy – contact Clerk	15p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – contact Clerk	15p per sheet
Quality status	N/A	-
Local charters drawn up in accordance with DCLG guidelines	N/A	-

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 meetings and parish meetings)	Hard copy – contact Clerk	15p per sheet
Agendas of meetings (as above)	Hard copy – contact Clerk	15p per sheet
Minutes of meetings (as above) – NB. This will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	15p per sheet
Reports presented to council meetings – NB. This will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	15p per sheet
Responses to consultation papers	Hard copy – contact Clerk	15p per sheet
Responses to planning applications	Hard copy – contact Clerk	15p per sheet
Bye-laws	N/A	-

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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	Hard copy – contact Clerk Hard copy – contact Clerk Hard copy – contact Clerk N/A Hard copy – contact Clerk Hard copy – contact Clerk	15p per sheet 15p per sheet 15p per sheet - 15p per sheet 15p per sheet
Policies and procedures for the provision of services and about the employment of staff Internal 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)	N/A N/A Hard copy – contact Clerk Hard copy – contact Clerk N/A Hard copy – contact Clerk Hard copy – contact Clerk	- - 15p per sheet 15p per sheet - 15p per sheet 15p per sheet
Information security policy	N/A	-
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	15p per sheet
Data protection policies	Hard copy – contact Clerk	15p per sheet
Schedule of charges (for the publication of information)	Hard copy – contact Clerk	15p per sheet

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Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy – contact Clerk	15p per sheet
Assets Register	Hard copy – contact Clerk	15p per 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)	N/A	-
Register of members' interests – available to view from the Monitoring Officer, Breckland Council, Dereham.	Hard copy	N/K
Register of gifts and hospitality	Hard copy – contact Clerk	15p per 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		
Allotments	N/A	-
Burial grounds and closed churchyards	N/A	-
Community centres and village halls – Trustees only	N/A	-
Parks, playing fields and recreational facilities	Hard copy – contact Clerk	15p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	15p per sheet
Bus shelters	Hard copy – contact Clerk	15p per sheet
Markets	N/A	-
Public conveniences	N/A	-
Agency agreements	N/A	-
A summary of 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