

# Heighington Parish Council

## Information available under the FOI Publication Scheme

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## Information available from **Heighington Parish Council** under the Freedom of Information publication scheme<sup>1</sup>

Authority: Heighington Parish Council

Website: <https://heighington.parish.lincolnshire.gov.uk/>

<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p>	
<p><b>Information to be published (<i>Current information only</i>).</b></p>	<p><b>How the information can be obtained</b></p>
<p>Who's who on the Council and its Committees</p>	<p>Website, email, hard copy.</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> <p>Parish Clerk – Elaine Atkin 01522 790846 <a href="mailto:clerk@heighington-pc.gov.uk">clerk@heighington-pc.gov.uk</a></p> <p>Councillors are contactable via the Parish Office.</p>	<p>Council and Clerk contact details are on the website, available by email, or hard copy.</p> <p>Councillor details are on the website.</p>
<p>Location of main Council office and accessibility details</p> <p>Heighington Parish Council Jubilee Hall High Street Heighington Lincoln LN4 1JS</p> <p>01522 790846 <a href="mailto:parishoffice@heighington-pc.gov.uk">parishoffice@heighington-pc.gov.uk</a></p> <p>The Parish Office is open to the public Monday – Thursday, 09:00am – 1:00pm.</p>	<p>This information is on our website (Contact Us) and also published in village newsletter, the Sheepwash Times. The information is also available by email or hard copy.</p>
<p>Staffing structure</p>	<p>Staffing details available on the website under Contact Us. Also</p>

<sup>1</sup> Based on Information Commissioners Office (ICO) template

Clerk, RFO, General Assistant, Caretaker/Cleaner.	available by email or hard copy.
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	
<b>Information to be published (<i>Current and previous financial year</i>).</b>	<b>How the information can be obtained</b>
Annual return form and report by auditor	Website, under Council Business. Email. Hard copy available on request.
Finalised budget	Email or hard copy available on request. High level budget available on website, under Council Business.
Precept	Website, within minutes of the meeting where the precept was set. Also available on website, under Council Business, via email or hard copy available on request.
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website, under Policies & Procedures. Via email or hard copies available on request.
Grants given and received	Available on website, under Council Business, also via email or hard copy available on request.
List of current contracts awarded and value of contract	Via email or hard copy available on request.
Members' allowances and expenses	No members' allowances. Member expenses are approved at Full Council and will be detailed in the minutes.
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	
<b>Information to be published (<i>Current and previous financial year</i>).</b>	<b>How the information can be obtained</b>
Any strategic plans	Via email or hard copy on request.

Report to the Annual Parish Meeting (current and previous year)	Website, within the minutes of the Annual Parish Meeting and as separate downloadable document. Email or hard copy on request.
Quality status	N/A
Any local charters drawn up in accordance with DCLG guidelines	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	
<b>Information to be published (<i>Current and previous council year – May to April</i>).</b>	<b>How the information can be obtained</b>
Timetable of meetings (Council and committee meetings)	Website, Civic Meetings Calendar can be found on the Home page. Email or hard copy on request.
Agendas of meetings (as above)	Published on the noticeboard outside the Spar on the High Street. Available on the website, under Council Business. Email or hard copy on request.
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private.	Available on the website, under Council Business. Email or hard copy on request.
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private.	Email or hard copy on request.
Responses to consultation papers	Details can be found in the minutes.
Responses to planning applications.	Details can be found in the minutes.
Bye-laws	N/A
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities).	
<b>Information to be published (<i>Current information only</i>).</b>	<b>How the information can be obtained</b>
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct	Available on the website, under Council Business, Policies & Procedures. Email or hard copy available on request.
Committee terms of reference	Email or hard copy available on request.
Delegated authority in respect of officers	Website, under Council Business.

As specified in Standing Orders, Financial Regulations, or in relevant Full Council minutes.	Email or hard copy available on request.
Code of Conduct	Available on the website, under Council Business, Policies & Procedures. Email or hard copy available on request.
Policy statements	Available on the website, under Council Business, Policies & Procedures. Email or hard copy available on request.
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	Email or hard copy available on request.
Equality and diversity policy	Equal Opportunities Policy available on the website, under Council Business, Policies & Procedures. Email or hard copy available on request.
Health and safety policy	Available on the website, under Council Business, Policies & Procedures. Email or hard copy available on request.
Recruitment policies (including current vacancies)	Email or hard copy available on request.
Policies and procedures for handling requests for information	Available on the website, under Council Business, Policies & Procedures. Email or hard copy available on request.
Complaints procedures (including those covering requests for information and operating the publication scheme)	Available on the website, under Council Business, Policies & Procedures. Email or hard copy available on request.
Information security policy	Available on the website, under Council Business, Policies & Procedures. Email or hard copy available on request.

Records management policies (records retention, destruction and archive)	Available on the website, under Council Business, Policies & Procedures. Email or hard copy available on request.
Data protection policies	Available on the website, under Council Business, Policies & Procedures. Email or hard copy available on request.
Schedule of charges (for the publication of information)	Available on the website, under Council Business, Policies & Procedures. Email or hard copy available on request.
<b>Class 6 – Lists and Registers</b>	
<b>Information to be published (<i>Currently maintained lists and registers only</i>).</b>	<b>How the information can be obtained</b>
Information legally required to hold in publicly available registers.	Email or hard copy.
Assets register	Email or hard copy. High level detail of land and buildings published on website under Council Business.
Disclosure log indicating the information that has been provided in response to FOIA and EIR requests. (These are recommended as good practice).	Email or hard copy available on request.
Register of members' interests	On website (Councillors page) or via NKDC website ( <a href="https://www.n-kesteven.gov.uk/">https://www.n-kesteven.gov.uk/</a> )
Register of gifts and hospitality	Email or hard copy.
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
<b>Information to be published (Current information only).</b>	<b>How the information can be obtained</b>
Allotments	N/A
Burial Ground	N/A
Jubilee Hall hire	Website. Email or hard copy.
Parks, playing fields and recreational facilities	Website. Email or hard copy.

Seating, litter bins, memorial clock	Email or hard copy.
Bus shelter	Email or hard copy.
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)	Website. Email or hard copy.

### **Information Exempt from Disclosure**

- Personal information relating to Councillors, other than that information which is required to be declared in the Members' Register of Interests
- Personal information relating to employees
- Tenders and bids from contractors and suppliers
- Information discussed in closed session of a Council meeting, where it has been determined under the Public Bodies (Admissions to Meetings) Act 1960 that publicity would be prejudicial to the public interest due to the confidential nature of the business to be transacted. This information will fall under one of the categories above.

### **Schedule of Charges**

Eligible information can be inspected at the Parish Office, by pre-arranged appointment. There is no charge for this.

Where information is published on the Parish Council or District Council website by way of a PDF file, this can be downloaded, with no charge.

Emailed copies of documents can be provided, with no charge.

Photocopies or hard copies of documents (that can be provided without breaching copyright laws) can be provided at a charge of 6p per single black & white A4 sheet or 10p per single colour A4 sheet. This charge is based on the actual cost incurred by the Parish Council.

If hard copies of documents which are available on the website are requested, the charges per sheet (as above) will apply.

Any hard copies of documents which are requested via the post, will be subject to an additional charge which will be the actual charge of 2<sup>nd</sup> class postage.

Where a lengthy and detailed search of archived Parish Council records is required, this will be subject to an administration fee of £25 per person per hour (irrespective of the actual cost), plus the prevailing photocopying charges. This is in line with the



Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004, where the 'Appropriate Limit' is £450.

The Parish Council is registered with the Information Commissioner's Office. Registration number Z309060X.1