Review Date	13 May 2026 09/26-27j
Next Review	May 2027

Information available from Holmesfield 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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.	
Who's who on the Council and its Committees	Website
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	Website
Staffing structure	Hard Copy
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	Website

Finalised budget	Hard Copy
Precept	Hard Copy
Borrowing Approval letter	N/A
Financial Standing Orders and Regulations	Website
Grants given and received	Via Minutes
List of current contracts awarded and value of contract	Hardcopy
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)	(hard copy or website)
Parish Plan (current and previous year as a minimum)	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website
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, any committee/sub-committee meetings and parish meetings)	Website
Agendas of meetings (as above)	Website
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy
Responses to consultation papers	Hardcopy / or Minutes

Responses to planning applications	Website
Bye-laws	N/A
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)
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 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
Information security policy	Hardcopy
Records management policies (records retention, destruction and archive)	Hardcopy
Data protection policies	Hardcopy
Schedule of charges)for the publication of information)	Website

Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; 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)	
Assets Register	Hard Copy
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	Website
Register of gifts and hospitality	Hardcopy
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	(hard copy or website; some information may only be available by inspection)
Holmesfield Village Hall	
Holmesfield Play Ground	
Holmesffield Football Pitch	
Millennium Garden	
Memorial Area Millthorpe	
Grit Bin x 1 Vicarage Close x 1 Fox Lane	
Telephone Box Millthorpe	
Seating – x 2 Milthorpe, x 1 Cowley Lane, x 1 The Crescent	

Contact details:
Mrs E Boswell, 8 Main Street, Blackfordby, Swadlincote, DE11 8AD
holmesfieldparishcouncil@hotmail.co.uk
07758 460757

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

* the actual cost incurred by the public authority