



HOLME VALLEY PARISH COUNCIL

PUBLICATION SCHEME GUIDELINES

Version Control:

Versions:

- 1) Created 22 December 2008
- 2) Re-adopted 19 May 2014
- 3) Re-adopted 18 May 2015
- 4) Re-adopted 16 May 2016
- 5) Re-adopted 15 May 2017
- 6) Re-adopted 14 May 2018
- 7) Re-adopted 12 July 2021
- 8) Re-adopted 16 May 2022
- 9) Re-adopted 15 May 2023
- 10) Re-adopted 13 May 2024



HOLME VALLEY PARISH COUNCIL

Information available from HOLME VALLEY PARISH COUNCIL under the Model Publication Scheme

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		
Who's who on the Council and its Committees	Website Hard copy on request	Free 10p/sheet
Contact details for Clerk/Responsible Financial Officer and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy on request	Free 10p/sheet
Location of main Council office and accessibility details	Website Hard copy on request	Free 10p/sheet
Staffing structure	Website Hard copy on request	Free 10p/sheet



HOLME VALLEY PARISH COUNCIL

Information to be published	How the information can be obtained	Cost
<p>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)</p> <p>Current and previous financial year as a minimum</p>		
Annual return form and report by auditor	Website Hard copy on request	Free 10p/sheet
Finalised budget	Website Hard copy on request	Free 10p/sheet
Precept	Website Hard copy on request	Free 10p/sheet
Borrowing Approval letter		
Financial Standing Orders and Regulations	Website Hard copy on request	Free 10p/sheet
Grants given and received (information appears in Minutes)	Website Hard copy on request	Free 10p/sheet
List of current contracts awarded and value of contract	Available for inspection by appointment at time of audit	
Members' allowances and expenses	Available for inspection by appointment at time of audit	



HOLME VALLEY PARISH COUNCIL

Information to be published	How the information can be obtained	Cost
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)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy on request	Free 10p/sheet
Local Council Award Scheme status	Website Hard copy on request	Free 10p/sheet
Local charters drawn up in accordance with DCLG guidelines	Website Hard copy on request	Free 10p/sheet



HOLME VALLEY PARISH COUNCIL

Information to be published	How the information can be obtained	Cost
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy on request	Free 10p/sheet
Agendas of meetings (as above) – for current meetings only, removed once meeting taken place	Website Hard copy on request	Free 10p/sheet
Minutes of meetings (as above). NB This will exclude information that is properly regarded as private to the meeting.	Website Hard copy on request	Free 10p/sheet
Reports presented to council meetings. NB This will exclude information that is properly regarded as private to the meeting.	Hard copy on request following approval of Committee minutes	10p/sheet
Responses to consultation papers	Hard copy on request following approval of response by Council	10p/sheet
Responses to planning applications	Website Hard copy on request	Free 10p/sheet
Bye-laws		



HOLME VALLEY PARISH COUNCIL

Information to be published	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
<p>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</p>	<p>Website Hard copy on request</p>	<p>Free 10p/sheet</p>
<p>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 - in preparation, once approved, information will be published 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)</p>	<p>Website Hard copy on request</p>	<p>Free 10p/sheet</p>
<p>Information security policy - under review, once approved, information will be published</p>	<p>Website Hard copy on request</p>	<p>Free 10p/sheet</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website Hard copy on request</p>	<p>Free 10p/sheet</p>
<p>Data protection policies</p>	<p>Website Hard copy on request</p>	<p>Free 10p/sheet</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy on request</p>	<p>10p/sheet</p>



HOLME VALLEY PARISH COUNCIL

Information to be published	How the information can be obtained	Cost
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Available for inspection by appointment at time of audit	
Disclosure log (indicating the information that has been provided in response to requests; personal details (e.g. names/addresses) to be redacted)	Website Hard copies on request	Free 10p/sheet
Register of members' interests	Website Apply to Kirklees Monitoring Officer Available for inspection	Free
Register of gifts and hospitality	Website Apply to Kirklees Monitoring Officer Available for inspection	Free



HOLME VALLEY PARISH COUNCIL

Information to be published	How the information can be obtained	Cost
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>		
Allotments	Website Hard copy on request	Free 10p/sheet
Burial Grounds and Closed churchyard	Website Hard copy on request	Free 10p/sheet
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, war memorials and lighting and adopted phone boxes	Website Hard copy on request	Free 10p/sheet
Bus shelters	Website Hard copy on request	Free 10p/sheet
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
Garage sites	Website Hard copy on request	Free 10p/sheet



HOLME VALLEY PARISH COUNCIL

Information to be published	How the information can be obtained	Cost
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Quarterly newsletters	Website Delivered by households	Free Free
Annual Report	Website Delivered by households	Free Free

Contact details:

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Holme Valley Parish Council
Holmfirth Civic Hall
Huddersfield Road
HOLMFIRTH HD9 3AS

Tel: 01484 687460

Email: clerk@holmevalleyparishcouncil.gov.uk



HOLME VALLEY PARISH COUNCIL

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white) – <i>single side</i>	Cost of paper, photocopy maintenance and charges, and cost of officer time
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	As applicable	In accordance with the relevant legislation
Other	N/A	