



## HOLME VALLEY PARISH COUNCIL

# MODEL PUBLICATIONS SCHEME

### Version Control:

#### Versions:

- 1) Originally adopted 20 May 2013,
- 2) Re-adopted 16 May 2016
- 3) Re-adopted 15 May 2017
- 4) Re-adopted 14 May 2018
- 5) Re-adopted 21 September 2020
- 6) Re-adopted 16 May 2022
- 7) Re-adopted 15 May 2023
- 8) Re-adopted 13 May 2024



## HOLME VALLEY PARISH COUNCIL

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy or website)	
Who's who on the Council and its Committees	Hard copy or website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy and website	
Location of main Council office and accessibility details	website	
Staffing structure	website	



## HOLME VALLEY PARISH COUNCIL

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<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)	(hard copy or website)	
Current and previous financial year as a minimum	website	
Annual return form and report by auditor	website	
Finalised budget	website	
Precept	website	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	website	
Grants given and received	website	
List of current contracts awarded and value of contract	website	
Members' allowances and expenses	website	

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## HOLME VALLEY PARISH COUNCIL

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)  Audit results on the website or hard copy	
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website and published in local paper	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	

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## HOLME VALLEY PARISH COUNCIL

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<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website and notice board	
Agendas of meetings (as above)	website	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	website	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website/ agenda supporting documents	
Responses to consultation papers	Hard copy	
Responses to planning applications	website	
Bye-laws	Hard copy	

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## HOLME VALLEY PARISH COUNCIL

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>(hard copy or website)</p> <p>website</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>All on website</p>	



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<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>website</p> <p>website</p> <p>website</p> <p>website</p> <p>website</p> <p>website</p>	
<p>Information security policy</p>	<p>website</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>website</p>	
<p>Data protection policies</p>	<p>website</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>10p per page hard copy</p>	



## HOLME VALLEY PARISH COUNCIL

<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>		
<p>Assets register</p>	<p>website</p>	
<p>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)</p>		
<p>Register of members’ interests</p>	<p>website</p>	
<p>Register of gifts and hospitality</p>	<p>Kirklees Monitoring Officer</p>	





## HOLME VALLEY PARISH COUNCIL

<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)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Allotments at Holme Village	
Burial grounds and closed churchyards	One closed churchyard	
Community centres and village halls	Holmfirth Civic Hall managed by the Trust; Honley Library managed by Friends of Honley Library	
Parks, playing fields and recreational facilities	n/a	
Seating, litter bins, clocks, memorials and lighting	200 green seats, 6 war memorials (google map link)	
Bus shelters	35 stone bus shelters	
Markets	n/a	



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Public conveniences	Holmfirth Toilets, Bus station	
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	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details: Jen McIntosh, Clerk - email - [clerk@holmevalleyparishcouncil.gov.uk](mailto:clerk@holmevalleyparishcouncil.gov.uk)  
Council Office, Holmfirth Civic Hall, Huddersfield Road, Holmfirth, HD9 3AS  
Tel 01484 687460**



## HOLME VALLEY PARISH COUNCIL

### SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost 5p
	Photocopying @ 15p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		