

Hinton St George Parish Council

Publication Scheme for compliance with the Freedom of Information Act May 2026

Hinton St George Parish Council (“the Council”)’s Publication Scheme commits the Council to making information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council.

| 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 and/or website | £0.90 Printed |
| Who’s who on the Council and its Committees | Hard copy / Parish Council Noticeboard and/or website | |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Hard copy, Parish Council Noticeboard and/or website | |
| Location of main Council office and accessibility details | | |
| 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 | Hard copy and/or website | £1.50 Printed |
| Annual return form and report by auditor | Hard copy and/or website | |
| Finalised budget | | |
| Precept | Hard copy and/or website | |
| Borrowing Approval letter | | |
| Financial Standing Orders and Regulations | Hard copy and/or website | |
| List of current contracts awarded and value of contract | | |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | Hard copy or website | £1.50 Printed |
| Parish Plan (current and previous year as a minimum) | Hard copy or website | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard copy or website | |
| Quality status | | |
| Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum | Hard copy or website | £0.90 printed per item |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Hard copy or website | |
| Agendas of meetings (as above) | Hard copy or website | |

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| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | Hard copy or website | |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy | |
| Responses to consultation papers | Hard copy | |
| Responses to planning applications | Hard copy or Somerset Council website | |
| Bye-laws | | |
| 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 | £1.50 printed per item |
| 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 or website | |
| Policies and procedures for the provision of services and about the employment of staff: Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy or website | |
| Records management policies (records retention, destruction and archive) | Hard copy | |
| Data protection policies | Hard copy or website | |
| Schedule of charges (for the publication of information) | | |
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| Class 6 – Lists and Registers Currently maintained lists and registers only | Hard copy or website; some information may only be available by inspection | £0.90 printed |
| 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 or website | |
| 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) | | |
| Register of members' interests | Hard copy / website and Somerset Council website | |
| Register of gifts and hospitality | | |
| 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 | |

For further information contact the Clerk to Hinton St George Parish Council:

Clerk: Helen Graham

Contact: clerk@hintonstgeorgeparishcouncil.gov.uk / 07824 333493

Website: <https://hintonstgeorgeparishcouncil.gov.uk>

Date of policy review: 18 May 2026 (Parish Council Meeting)

Approved by: Hinton St George Parish Council