

# HOPE WITH ASTON PARISH COUNCIL

## Freedom of Information Policy and Publication Scheme

**Reviewed and Adopted:**

**Date: 8<sup>th</sup> September 2025**

**Parish Council Minute: 082/25.4**

### Introduction

Under the Freedom of Information Act 2000 (FOIA), Hope with Aston Parish Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.)
- Whether or not a charge is made for such information

The Council has adopted the Model Scheme attached as Appendix 1.

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made.

Other information is of course available from the Council by individual request, under the FOIA and the Data Protection Act 1998 (DPA).

If there is any required information that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Clerk to Hope with Aston Parish Council  
PO Box 864,  
Hope Valley  
S40 9WP  
Email: [clerk@hopewithastonparishcouncil.co.uk](mailto:clerk@hopewithastonparishcouncil.co.uk)

### Obtaining Information

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website, [www.hopewithastonparishcouncil.co.uk](http://www.hopewithastonparishcouncil.co.uk).

Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk, or a copy can be requested.

### Information not contained within the Publication Scheme and Exemptions

The FOIA created a general right of access to information, it also sets out information that the Council does not have to make available for specific reasons, called exemptions. This is

information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breach an individual's Data Protection rights.

If information is requested but is covered by an exemption the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote the relevant exemptions. If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted via [www.ico.gov.uk/](http://www.ico.gov.uk/)

### **Data Protection**

You have the right to request access to the information we have on you. You can do this by contacting the Clerk, who is the Parish Council Data Information Officer.

### **Charges**

The Council's Fees and Charges are stated at the end of the Publications Scheme. Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge.

If administration costs exceed £10, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request.

A charge may be made for photocopies.

### **Management of the Council's Publication Scheme**

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme.

### **Review of the Freedom of Information Policy and Publication Scheme**

The Council Freedom of Information Policy and Publication Scheme will be reviewed annually.

## Appendix 1

### Information available from Hope with Aston Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> Organisational information, structures, locations and contacts. (Current information only)		
List of Council members and their responsibilities as well as list of Council Committees	Email Hard copy from Clerk Website	Free 10p/sheet Free
Contact details for Parish Clerk and Council members (where published)	Email Hard copy from Clerk Website	Free 10p/sheet Free
Location of main Council office and accessibility details	No council office Meetings by appointment only	
Staffing structure	Email Hard copy from Clerk	Free 10p/sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) This will be current and previous financial year only.		
Statement of accounts and internal audit report in the format included in the Annual Return form.	Hard copy from Clerk Website	10p/sheet Free
Finalised budget	Email Hard copy from Clerk	Free 10p/sheet
Precept	Email Hard copy from Clerk Website	Free 10p/sheet Free
All items of expenditure above £100	Email Hard copy from Clerk	Free 10p/sheet
Financial Standing Orders and Regulations	Email Hard copy from Clerk Website	Free 10p/sheet Free
Grants given and received	Email Hard copy from Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	Email Hard copy from Clerk	Free 10p/sheet
<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 only.	(hard copy or website)	
Annual governance statement in format included in	Email	Free

the Annual Return form	Hard copy from Clerk Website	10p/sheet Free
Parish Plan	N/A	N/A
Annual Report to Parish or Community Meeting	Email Hard copy from Clerk Website	Free 10p/sheet Free
Quality status	N/A	N/A
Local charters drawn up in accordance with DLUHC's guidelines	N/A	N/A
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions). Current and previous council year only		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Email Hard copy from Clerk Website	Free 10p/sheet Free
Agendas of meetings (as above)	Email Hard copy from Clerk Website	Free 10p/sheet Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Email Hard copy from Clerk Website	Free 10p/sheet Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Email Hard copy from Clerk Website	Free 10p/sheet Free
Responses to consultation papers	Email Hard copy from Clerk	Free 10p/sheet
Responses to planning applications	Email Hard copy from Clerk	Free 10p/sheet
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Email Hard copy from Clerk Website	Free 10p/sheet Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> </ul>	Email Hard copy from Clerk Website	Free 10p/sheet Free

<ul style="list-style-type: none"> <li>Recruitment policies and details of current vacancies</li> <li>Policies and procedures for handling requests for information</li> <li>Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>		
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only.		
Assets register, including details of public land.	Email Hard copy from Clerk	Free 10p/sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Email Hard copy from Clerk	Free 10p/sheet
Register of members' interests	Email Hard copy from Clerk	Free 10p/sheet
Register of gifts and hospitality	Email Hard copy from Clerk	Free 10p/sheet
<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.		
Seating, grit bins, war memorial	Email Hard copy from Clerk	Free 10p/sheet
Bus shelters	Email Hard copy from Clerk	Free 10p/sheet
Jubilee Corner	Email Hard copy from Clerk	Free 10p/sheet
Newsletter	Website Email Hard copy from Clerk	Free Free 10p/sheet

### 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
<b>Disbursement cost</b>	Photocopying @10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation