

Publication Scheme (November 2025)

HOLLESLEY PARISH COUNCIL

Clare Cooper
CLERK, HOLLESLEY PARISH COUNCIL

Information available from Hollesley Parish Council under the model publication scheme:

Class 1 - Who we are and what we do

Information to be published	How the information can be obtained	Cost
Organisational information, structures, locations and contacts (This will be current information only)	Website	Free
	Village Notice boards*	Free
Who's who on the Council and its Committees	Website	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Village Voices magazine	Free Free
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free

Class 2 – What we spend and how we spend it

Information to be published	How the information can be obtained	Cost
Income and Expenditure details:		
• Previous financial year	Hard copy	Free (1 copy)
• Current financial year	Hard Copy	Free (1 copy)
Annual return form and report by auditor	Website Hard copy	Free 10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept	Hard copy	10p per sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Web Site Hard copy	Free 10p per sheet
Grants given and received	Website Hard copy	Free 10p per sheet
List of current contracts awarded and value of contract	Hard copy	10p per sheet
Members' allowances and expenses	Hard copy	10p per sheet

Class 3 – What our priorities are and how we are doing it

Information to be published	How the information can be obtained	Cost
Parish Plan	Website Hard Copy	Free 10p per sheet
Annual Report to Parish or Community Meeting	Hard copy	10p per sheet
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	

Class 4 – How we make decisions

Information to be published	How the information can be obtained	Cost
Timetable of meetings	Notice Boards* Website	Free Free
Agendas of meetings (Current and previous council year as a minimum)	Hard copy Notice Boards* Website	10p per sheet Free Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 10p per sheet
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Hard copy East Suffolk Council	10p per sheet Free
Bye-laws	n/a	

Class 5 – Our policies and procedures

Information to be published	How the information can be obtained	Cost
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements • Correspondence deemed to be in the Public Interest 	<p>Hard copy Web Site N/A N/A Hard copy Web Site Hard copy Web Site Web Site</p>	<p>10p per sheet Free N/A N/A 10p per sheet Free 10p per sheet Free Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • 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) 	<p>Web Site Hard Copy Web Site Hard Copy n/a Hard copy Web Site Hard copy Web Site</p>	<p>Free 10p per sheet Free 10p per sheet 10p per sheet Free 10p per sheet Free</p>
Information security policy	Hard copy Web Site	10p per sheet Free
Records management policies (records retention, destruction and archive)	Hard copy Web Site	10p per sheet Free
IT policies	Hard copy Web Site	10p per sheet Free
Schedule of charges (for the publication of information)	Hard copy	10p per sheet

Freedom of Information Requests – those deemed by the Council to be in the public interest	Web Site	Free
--	----------	------

Class 6 – Lists and Registers

Information to be published	How the information can be obtained	Cost
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	n/a	
Assets Register	Hard copy Web Site	10p per sheet Free
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	Hard copy ESC Web Site	10p per sheet Free
Register of gifts and hospitality	Hard copy	10p per sheet

Class 7 – The Services we offer

Information to be published	How the information can be obtained	Cost
Allotments	Web Site	Free
	Contact the Clerk	Free
Burial grounds and closed churchyards	Web Site	Free
	Contact the Clerk	Free
	Notice Board at Cemetery	Free

* - Notice boards are located at the entrance to Hollesley Village Hall, outside Morrisons Local and at the entrance to the New Circle, Oak Hill

The Parish Clerk can be contacted in the following ways:

Telephone/Text: 07354 428705

E-mail: clerk@hollesley-pc.gov.uk

Post: 34 Swallows Close, Hollesley, Woodbridge, Suffolk IP12 3RW

Adopted by the Parish Council at a meeting on: 20th November 2025

Signed:

CB Cooper

Clare Cooper
Clerk

B Devine

Brian Devine
Chair