

HOLWELL PARISH COUNCIL

Information available under the Publication Scheme

website: www.holwellparishcouncil.gov.uk

email: clerk@holwellparishcouncil.gov.uk

Information published	Where it can be obtained (always available from Clerk's Office)	Hard Copy Cost
Class 1 - Who we are and what we do		where available 10p per A4 page
Who's who on the Council and its Committees	website and noticeboard	
Contact details of Clerk and Council members	website and noticeboard	
Location and accessibility of Council Office	website and noticeboard	
Class 2 - What we spend and how we spend it		
Annual Return form and report by Auditor	Clerk's Office and website	
Finalised budget	Clerk's Office and website	
Precept	January FC Minutes - website	
Borrowing Approval Letter	n/a	
Financial Standing Orders and Regulations	Clerk's Office and website	
Grants given and received	Clerk's Office also reported in minutes available on website	
List of current contracts and value	Clerk's Office	
Members allowances and expenses	Clerk's Office	
Class 3 - What are our priorities and how are we doing		
Parish Plan	none currently	
Annual report to Parish Meeting	Clerk's Office and website	
Quality Status	n/a	
Local Charters under DCLG guidelines	n/a	
Class 4 - How we make decisions		
Timetable of meetings	website, noticeboard	
Agenda of meetings	Website, noticeboard	
Minutes of meetings	Website	
Reports presented to council meetings	Clerk's Office	
Responses to Consultation papers	Clerk's Office	
Responses to Planning Applications	Planning minutes – website	
Bye-Laws	n/a	

Class 5 - Our policies and procedures		where available 10p per A4 page
Council business: Procedural Standing Orders	Clerk's Office and website	
Committee terms of reference	Clerk's Office	
Delegated authority in respect of officers	see Standing Orders	
Code of Conduct	Clerk's Office and website	
Policy Statements	Clerk's Office and website	
Internal policy relating to delivery of services: Equality and diversity policy	Clerk's Office and website	
Health & Safety policy	Clerk's Office and website	
Recruitment policy	Clerk's Office and website	
Policy and procedures for handling requests for information	Website	
Complaints procedure	Clerk's Office and website	
Information security policy	Clerk's Office and website	
Records management policy	Clerk's Office and website	
Data protection policy	Clerk's Office and website	
Schedule of charges for information	Website	
Class 6 - Lists and Registers		
Asset register	Clerk's Office and website	
Register of Member's Interests	Clerk's Office and website	
Register of gifts and hospitality	Clerk's Office	
List of Planning Applications (since 1976)	recent summary on website and NHDC website	
Class 7 - Services we offer		
Recreation facilities	Website	
Allotments	n/a	
Burial grounds	n/a	
Pavilion and village hall	Clerk's Office and website	
Playing field and recreational Facilities	Clerk's Office and website	
Bus Shelter	Clerk's Office and website	
Seating, litter bins	Clerk's Office and website	
Clock on Church	Clerk's Office	
Additional Information		
None		

This statement will be reviewed every four years unless required earlier due to additional material or legislative changes.

Contact Details: Clerk - Mrs Ann Warner, Holly Cottage, 4 Hambridge Way, Pirton, Herts. SG5 3QS

Parish Council Noticeboards locations:
Rands Meadow
Holwell Road near St Peters Church

Reviewed July 2016