



Harthill with Woodall Parish Council



Information available from Harthill with Woodall Parish Council under the Freedom of Information Act model publication scheme

All items marked 'hard copy' are available by contacting the Parish Clerk, at a cost of 10p per sheet. Website items are free to download. The Website address is www.harthillwithwoodallpc.org.uk

Hard Copy items that can easily be provided by email, that cannot be obtained from the website, will be sent free of charge.

Harthill with Woodall Parish Council has adopted the ICO model publication scheme in full – a copy of this is available on the Information Commissioners Website - <https://ico.org.uk/media/for-organisations/documents/1153/model-publication-scheme.pdf>.

This template guide covers only information we currently hold. If we do not hold some of the information below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p>Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts - This will be current information only).</p>		
<p>List of Council members and their responsibilities as well as a list of Council Committees.</p> <p>'Parish Councillors' and Organisation Chart under 'Policies' (Website) Parish Councillors – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk) harthill-with-woodall-pc-organisation-chart (harthillwithwoodallpc.org.uk)</p> <p>(There is currently a Staffing committee and an Allotment and Gardens committee – the appointed members are detailed in the minutes of the Annual Parish Council Meeting, held in May)</p> <p>Annual Report (Your Parish Council – last two years) and Newsletters (News and Information – last four issues) are on the Parish Council website. Annual reports – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)</p> <p>Details of any representation on local public bodies – see register of interest forms – (website) Parish Councillors – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)</p>	<ul style="list-style-type: none"> • Website • Hard Copy • Newsletter – The Hart. Hard copy delivered in Parish quarterly. • Annual Report. • Organisation Chart • Register of Interest Forms 	<p>Free 10p per sheet</p>
<p>Postal and Email Address Contact details for Parish Clerk and Council members</p>	<ul style="list-style-type: none"> • Website • Hard Copy 	<p>Free 10p per</p>

<p>Where possible provide named contacts, including phone numbers and email addresses – ‘Parish Councillors’ and ‘Get in Touch page’ and Newsletter.)</p> <p>Parish Council Newsletter – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)</p> <p>Get in touch – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)</p>	<ul style="list-style-type: none"> • Newsletter – The Hart. Delivered in Parish quarterly. • All emails/ correspondence to be sent to clerk. 	sheet
<p>Location of main Council office and accessibility details - Village Hall</p> <p>(Council do not have any Council offices. Meetings can be arranged at the Village Hall if required.) – ‘Get in Touch’ page.</p> <p>Get in touch – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)</p>	<ul style="list-style-type: none"> • Website • Newsletter – The Hart. Hard copy delivered in Parish quarterly. 	Free 10p per sheet
<p>Staffing structure</p> <ul style="list-style-type: none"> • Clerk • Handyman <p>harthill-with-woodall-pc-organisation-chart (harthillwithwoodallpc.org.uk)</p>	<ul style="list-style-type: none"> • Website – Policies (Organisation Chart) • Hard Copy 	10p per sheet
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>		
<p>Statement of Accounts and Internal Audit report in the format included in the Annual Return Form - (now known as Annual Governance and Accountability Return ‘AGAR’)</p> <p>Annual finances – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)</p>	<ul style="list-style-type: none"> • Website 3 years ‘Finances’ • Hard Copies for previous years are available. • Parish Notice Board for relevant notice period. 	Free 10p per sheet

<p>Finalised budget – Current year Annual finances – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)</p> <p>Monthly payment lists. Current Year to date and last full year. Now additionally included in minutes Monthly Payment Information for 2022-2023 – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)</p> <p>Infrastructure Funding Statement at end of last financial year Annual Infrastructure Funding Statement 20212022.docx (live.com)</p>	<ul style="list-style-type: none"> • Website 'Finances' • Hard Copy, available for previous years 2 years • Website 'finances' • Hard Copy for previous years 2 years • Website 'finances' • Hard Copy 	<p>Free 10p per sheet</p> <p>Free 10p per sheet</p> <p>Free 10p per sheet</p>
<p>Precept for Current year and previous year Annual finances – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)</p>	<ul style="list-style-type: none"> • Website 'finances' • Hard Copy • Prior years information available. 	<p>Free 10p per sheet</p>
<p>Borrowing Approval letter</p>	<p>Not applicable – not held</p>	<p>n/a</p>
<p>Financial Standing Orders and Regulations – Current harthill-with-woodall-pc-financial-regulations (harthillwithwoodallpc.org.uk)</p>	<ul style="list-style-type: none"> • Website 'Policies' • Hard Copy 	<p>Free 10p per sheet</p>
<p>Grants given and received</p>	<ul style="list-style-type: none"> • Hard Copy 	<p>10p per sheet</p>

List of current contracts awarded and value of contract	<ul style="list-style-type: none"> • Hard Copy 	10p per sheet
Members' allowances and expenses (Note only the Chairman claims an allowance of £150 p.a. and members expenses are limited to travel for courses)	<ul style="list-style-type: none"> • Hard Copy 	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual Governance Statement in format included in the Annual Return Form Annual finances – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)	<ul style="list-style-type: none"> • Website 3 years 'Finances' • Hard Copies for previous years are available. Parish Notice Board for relevant notice period.	Free 10p per sheet
Parish Plan	Not applicable – not held	n/a
Annual Report to Parish or Community Meeting (current and previous year as a minimum) 2019-2020 not produced due to Covid-19 – no Annual Parish Meeting Annual reports – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)	<ul style="list-style-type: none"> • Website 'Your Parish Council' • Hard Copy 	Free 10p per sheet
Quality Status	Not applicable – not held	n/a

Local charters drawn up in accordance with DLUHC'S guidelines	Not applicable – not held	n/a
Data Protection Impact Assessments (in full or summary format) or any other impact assessments (e.g. Health and Safety Impact Assessment, Equality Impact Assessments etc.) as appropriate and relevant.	Hard Copy – where held	10p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee meetings and Annual Parish meeting) Meetings – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk) Allotment and Gardens Committee (Incorporating Harthill in Bloom) – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)	<ul style="list-style-type: none"> • Website • Parish Noticeboards • Hard Copy 	Free Free 10p per sheet
Agendas of meetings (as above) Meetings – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk) Allotment and Gardens Committee (Incorporating Harthill in Bloom) – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)	<ul style="list-style-type: none"> • Website – latest only. • Hard Copy available by contacting clerk (last 2 years) 	Free 10p per sheet
Minutes of meetings (as above) – Note – exclude material that is properly exempt from disclosure. Meetings – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)	<ul style="list-style-type: none"> • Website from Jan 2019 • Hard Copy • Prior years information 	Free 10p per sheet

	available.	
Reports presented to council meetings – Note - exclude material that is properly exempt from disclosure.	<ul style="list-style-type: none"> • Hard Copy 	10p per sheet
Responses to consultation papers	<ul style="list-style-type: none"> • Hard Copy 	10p per sheet
Responses to planning applications.	<ul style="list-style-type: none"> • Hard Copy • RMBC Planning portal 	10p per sheet
Bye-laws	Not applicable – not held	n/a
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	Where Council holds these Policies	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Policies & Key Information – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk) 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>	<ul style="list-style-type: none"> • Website 'Policies' • Hard Copy • Hard Copy where held • Website 	<p>Free</p> <p>10p per sheet</p> <p>10p per sheet</p> <p>Free</p>

<p>Policies & Key Information – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk) Code of Conduct</p> <p>Policy Statements.</p>	<p>'Policies'</p> <ul style="list-style-type: none"> • Hard Copy if held 	<p>10p per sheet</p>
<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>Recruitments policies and details of current vacancies</p> <p>Policy and Procedure for handling requests for information</p> <p>Policies & Key Information – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk) Freedom of Information Policy</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Policies & Key Information – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk) Complaints Policy</p>	<ul style="list-style-type: none"> • Hard Copy • Hard Copy <p>Not held</p> <p>Not held/no vacancies</p> <ul style="list-style-type: none"> • Hard Copy • Website <p>'Policies'</p>	<p>10p per sheet</p> <p>10p per sheet</p>
<p>Records management policies, personal data and access to information policies</p> <p>Include information security policies, record retention,</p>	<ul style="list-style-type: none"> • Hard Copy where held. 	<p>10p per sheet</p>

<p>destruction and archive policies, and data protection. (Including data sharing and CCTV usage policies)</p> <p>General Privacy Policy data-protection-general-privacy-policy (harthillwithwoodallpc.org.uk)</p>	<ul style="list-style-type: none"> • Website 'Policies' 	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>		
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>	Not applicable, not held	n/a
<p>Assets register, including details of public land and building assets</p>	<ul style="list-style-type: none"> • Hard Copy 	10p per sheet
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice.</p>	Not held	10p per sheet
<p>Register of members' interests Parish Councillors – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk) Harthill-With-Woodall Parish Councils Register of Interests forms – Rotherham Metropolitan Borough Council</p>	<p>Available on RMBC Website, link to site available on Parish Council Website</p> <ul style="list-style-type: none"> • Hard Copy 	<p>Free</p> <p>10p per sheet</p>
<p>Register of gifts and hospitality</p>	Not applicable, not held	n/a

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only – see ‘Activities and Amenities’ on website</p>		
<p>Allotments</p> <ul style="list-style-type: none"> • Rules • Tenancy Agreement • Fees 	<ul style="list-style-type: none"> • Hard Copy 	<p>10p per sheet Free to existing tenants.</p>
<p>Burial grounds and closed churchyards</p>	<p>Not managed by PC - not held</p>	<p>n/a</p>
<p>Community Centres and Village Halls Leisure Centre including Workbench and Bowling Green Village Hall Contact information and location. Activities and Amenities – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)</p>	<ul style="list-style-type: none"> • Website ‘Activities and Amenities’ 	<p>Free</p>
<p>Parks, Playing Fields and recreational facilities Play Area and Fields at Spens Field and Woodall Lane Car Park Activities and Amenities – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)</p>	<ul style="list-style-type: none"> • Website 	<p>Free</p>
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Not applicable – not held</p>	<p>n/a</p>

Bus shelters	Not applicable – not held	n/a
Markets	Not applicable – not held	n/a
Public conveniences	Not applicable – not held	n/a
Agency agreements	Not applicable – not held	n/a
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable – not held	n/a
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Parish Council Newsletter Quarterly – The Hart 2 Years available Parish Council Newsletter – Harthill with Woodall Parish Council (harthillwithwoodallpc.org.uk)	<ul style="list-style-type: none"> • Last 4 copies on Website • Hard Copy available by contacting clerk 	10p per page

Contact details:

Harthill with Woodall Parish Council
The Village Hall
Winney Hill
Harthill
S26 7YL
Clerk: Mrs C J Havenhand
Telephone - 01709 528823
Email: clerk_harthillwithwoodallpc@outlook.com

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SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white) Colour for newsletter	Actual cost 10p per sheet
	Photocopying per sheet (colour)	Not available
	Postage *	Actual cost of Royal Mail standard 2 nd class or Large stamp
Statutory Fee		In accordance with the relevant legislation
Other		none

* the actual cost incurred by the public authority