



Information available from Hoveton Community Council under the Freedom of Information Act

The Freedom of Information Act 2000 is intended to promote a culture of openness and accountability amongst public sector bodies including Hoveton Community Council by providing people with rights of access to information held by them.

The Freedom of Information Act 2000 and the Environmental Information Regulations 2004 give you the right to request information held by the Council. Before requesting information you should first have a look at the Publication Scheme below. This tells you what information we have, where you can find it, who to contact, and whether you can have it free of charge.

Information to be Published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website Hard Copy contact Clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard Copy contact Clerk	Free 10p per sheet
Location of main Council office and accessibility details	Website Hard Copy contact Clerk	Free 10p per sheet
Staffing structure	Hard Copy contact Clerk	10p per sheet



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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)		
Annual return form and report by auditor	Website Hard Copy contact Clerk	Free 10p per sheet
Finalised budget	Website Hard Copy contact Clerk	Free 10p per sheet
Precept	Hard Copy contact Clerk	10p per sheet
Borrowing Approval letter	Hard Copy contact Clerk	10p per sheet
Financial Standing Orders and Regulations	Website Hard Copy contact Clerk	Free 10p per sheet
Grants given and received	Hard Copy contact Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard Copy contact Clerk	10p per sheet
Members' allowances and expenses	Hard Copy contact Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy contact Clerk	10p per sheet



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Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard Copy contact Clerk	Free 10p per sheet
Agendas of meetings (as above)	Website Hard Copy contact Clerk	Free 10p per sheet
Minutes of meetings (as above)	Website Hard Copy contact Clerk	Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting	Hard Copy contact Clerk	10p per sheet
Responses to consultation papers	Hard Copy contact Clerk	10p per sheet
Responses to planning applications	Hard Copy contact Clerk	10p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business	Website Hard Copy contact Clerk	Free 10p per sheet
Procedural standing orders	Website Hard Copy contact Clerk	Free 10p per sheet
Committee, sub-committee and working group terms of reference	Website Hard Copy contact Clerk	Free 10p per sheet
Delegated authority in respect of officers	Not available/appropriate	



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Code of Conduct	Website Hard Copy contact Clerk	Free 10p per sheet
Policy statements: 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)	Not available/appropriate Website or Hard Copy Website or Hard Copy Not available/appropriate Website or Hard Copy Website or Hard Copy	Free 10p per sheet
Information security policy	Not available/appropriate	
Records management policies (records retention, destruction and archive)	Not available/appropriate	
Data protection policies	Website or Hard Copy	
Class 6 – Lists and Registers	Some information may only be available by inspection	
Assets Register	Contact the Clerk	10p per sheet
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)	Not available/appropriate	
Register of members' interests	NNDC Website Hard Copy contact Clerk	Free 10p per sheet
Register of gifts and hospitality	Hard Copy contact Clerk	10p per sheet



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Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Contact the Clerk	
Burial grounds and closed churchyards	Not available/appropriate	
Community centres and village halls	Not available/appropriate	
Recreational facilities	Not available/appropriate	
Parks, playing fields	Contact the Clerk	10p per sheet
Seating, litter bins and lighting	Contact the Clerk	10p per sheet
Clocks and memorials	Not available/appropriate	
Bus shelters	Contact the Clerk	10p per sheet
Markets	Not available/appropriate	
Public conveniences	Not available/appropriate	
Agency agreements	Not available/appropriate	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not available/appropriate	



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If you require a hard copy document or any other help regarding Freedom of Information please contact the Clerk whose details are below, together with details of the Hoveton Community Council website.

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Black Photocopying	10p per sheet (black & white)	Actual cost *
Colour Photocopying		Not available
Postage		Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

Contact details:

Ben Bethell, Clerk to Hoveton Community Council, c/o 62 Station Road, Lingwood, Norwich, NR13 4AZ
Telephone Number: 07572 349600 Email: clerk@hoveton-pc.org.uk Website: www.hoveton-pc.org.uk

Reviewed 3rd November 2025