

## HOLCOT PARISH COUNCIL - PUBLICATION SCHEME

Holcot Parish Council will make available the information detailed in the following table to meet its commitments under the Freedom of Information Act 2000 (FOIA) and the Environmental Information Regulations 2004 (EIR) using the model publication scheme produced by Information Commissioner's Office.

Holcot Parish Council is committed to providing as much information as possible on a routine basis and information categories will be regularly reviewed. Holcot Parish Council will make the information available unless::

- It does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations 2004 (EIR) exceptions, or its release is prohibited by another statute (eg UK GDPR);
- the information is readily and publicly available from an external website; such information may have been provided by the authority or on the authority's behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

### **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset it holds that has been requested, together with any updated versions, unless it is satisfied that it is not appropriate to do so. So far as reasonably practicable, it must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the authority is the only owner, it must make it available for re use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term ‘dataset’ is defined in section 11(5) of FOIA. The terms ‘relevant copyright work’ and ‘specified licence’ are defined in section 19(8) of FOIA. The ICO has published guidance on Datasets ([section 11, 19 & 45](#)). This explains what is meant by “not appropriate” and “capable of re-use”.

The Parish Council publishes information pro-actively on the parish council website ([www.holcot-pc.gov.uk](http://www.holcot-pc.gov.uk)). The type of information on the website is specified below. In addition, other information is available to the public and the Parish Council will provide an initial response to a valid written request for information within 20 working days. This response will confirm whether it holds information within the scope of the request, any legally specified limits to the disclosure of the information and the cost of providing the available information. Once payment of the specified cost has been received, the Parish Council will provide the information within the statutory time limits.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b> <i>Holcot Parish Council follow the ICO model template. The Openness of Local Government Bodies Regulations 2014. The standing orders sets out how the council operates; how decisions are made; who makes decisions; how residents, businesses and other organisations can participate; and the procedures which are followed to ensure the council is efficient, transparent and accountable to local people.</i></p> <p>(Organisational information; structures; locations; contacts). Current information only</p>		
Who’s who on the Council and any Committees	Website	nil
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website	nil
Location of main Council office and accessibility details	No Council office	N/A
Staffing structure	Sole employee Parish Clerk	N/A

Information to be published	How the information can be obtained	Cost
<p><b>Class 2 – What we spend and how we spend it</b> <i>A council must ensure that its Financial, operational and risk management is effective, Accounts and Audit Regulations 2015 (SI 2015/234), reg 3. Providing financial clarity means that the public can easily assess a Councils’ financial position. Councils are responsible for public money. Councillors need to make arrangements to safeguard public funds. Our Financial Regulations sets out the guidance. The parish council aims to give value for money as it raises and spends money for the benefit of the local community. Electors should be confident that their money is being properly managed. They have a right to expect that the council will minimise risk, especially avoiding bad debts and loss through fraud.</i></p> <p>(Financial information: projected and actual income and expenditure; procurement; contracts; financial audit) Current &amp; previous financial year</p>		
AGAR form and report by auditor	Website	nil
Finalised budget	Website	nil
Precept	Website	nil
Borrowing Approval letter	None	N/A
Financial Standing Orders and Regulations	Website	nil
Grants given and received	Website	nil
List of current contracts awarded and value of contract	Website	nil
Members’ allowances and expenses	None	nil

Information to be published	How the information can be obtained	Cost
<p><b>Class 3 – What our priorities are and how we are doing</b> <i>Our priority is to be open and transparent in relation to public money and plans to ensure effective governance is in place and future projects and plans are on target. The annual parish meeting is a way for electors to engage and see how the parish council is performing in their duties and responsibilities.</i> (Strategies and plans, performance indicators, audits, inspections and reviews) Current &amp; previous year</p>		
Parish Plan (current and previous year)	Website	nil
AGAR Report to Parish Meeting - Newsletter	Website	nil
Quality status	None	N/A
Local charters drawn up in accordance with DCLG guidelines	None	N/A
<p><b>Class 4 – How we make decisions</b> <i>The decisions are taken at meetings of the full parish council and outcomes recorded in the minutes. Local Government Act 1972, Sch 12, para 41(1). Minutes of proceedings of a local council must be kept and made available to the public. A time table of meetings is recorded in the minutes and on the website so electors have the opportunity to attend.</i> (Decision making processes and records of decisions) Current &amp; previous council year</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	nil
Agendas of meetings (as above)	Website & Noticeboard	nil
Minutes of meetings (as above) - (this will exclude information that is properly regarded as private to the meeting.	Website & Noticeboard	nil

Information to be published	How the information can be obtained	Cost
Reports presented to council meetings – (this will exclude information that is properly regarded as private to the meeting)	Website	nil
Responses to consultation papers	hard copy	see below
Responses to planning applications	West Northamptonshire Council Website	nil
Bye-laws	None	N/A
<b>Class 5 – Our policies and procedures</b> <i>Policies and procedures are in place for guidance and governance for the effective running of the council in line with legislation</i> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the provision of services and about the employment of staff: 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)	Website Website Website Website Website Website & West Northants Council Monitoring Officer Website	nil nil nil nil nil nil nil
Data protection policies – (Records retention, data protection, data breach)	Website	nil
I.T. Policy	Website	nil
Schedule of charges (for the publication of information)	This document	nil

Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website/ West Northamptonshire Council	nil
Assets register	Website	nil
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)	Hard copy	nil
Register of members' interests	Website	nil
Register of gifts and hospitality	None	nil
<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 only		
Allotments	None	N/A
Burial grounds and closed churchyards	None	N/A
Community centres and village halls	None	N/A
Parks, playing fields and recreational facilities	Website	nil
Seating, litter bins, clocks, memorials and lighting	Website	nil
Bus shelters	Website	nil

Information to be published	How the information can be obtained	Cost
Markets	None	N/A
Public conveniences	None	N/A
Agency agreements	None	N/A
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	N/A
<p><b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above</p>	None	N/A

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 NN6 9QW

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## Schedule of Charges

- **Please Note:** If there is a charge for information provided, an invoice will be raised and the information will be sent within 20 days of receipt of payment.

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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Nil	In accordance with the relevant legislation - The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004
<b>Other</b>	Nil	

\* the actual cost incurred by the public authority

<b>Approved by Holcot Parish Council: <i>Signed Copy Held By Clerk</i></b>		
<b>Signature of Chairman</b>		<b>Date: 16<sup>th</sup> February 2026</b>
<b>Signature of the Clerk</b>		<b>Date: 16<sup>th</sup> February 2026</b>

Version	Purpose	Author	Date	Minute Ref
1	New	RC	16/05/2022	22/106
2	Updated	RC	18/09/2023	23/174
3	Updated	RC	16/02.2026	