

# Information available from Humber, Ford & Stoke Prior Group Parish Council under the model Publication Scheme

Updated April 2015  
Amended May 2025

The following schedule describes the information published by the Council under its Publication Scheme. Where possible, all information is published on the parish website ([www.hfspgroupparishcouncil.gov.uk](http://www.hfspgroupparishcouncil.gov.uk)) which is managed by the Council. The website information includes all the information required to be published by the Transparency Code for smaller councils.

The information shown below can be requested on paper or by email as pdf documents .

Hard copies of the information in the schedule, for which a charge for disbursements may be made (see below), can be requested in person, by telephone, by email or in writing to the Clerk at the address below.

A small charge may be made for hard paper copies supplied plus, if this is required to be posted, the cost of second-class postage at the rates applicable at the time (see schedule of charges below).

Copies of documents emailed will be supplied without charge.

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website Emailed copy from Clerk Hard copy from Clerk	Free Free Free
Contact details for Parish Clerk (name, address, telephone, email)	Website Displayed on noticeboards Published in monthly The Pump newsletter delivered to all households	Free Free Free
Contact details for Council members (telephone numbers and email address where permission given by members)	Website Emailed copy from Clerk Hard copy from Clerk	Free Free Free
<del>Location of main Council office and accessibility details</del>	Not applicable	
<del>Staffing structure</del>	Not applicable	

<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) The current and previous financial year (April to March) will be available as a minimum. Older information may not be readily available.		
Annual return form and report by auditor	Emailed copy from Clerk Hard copy from Clerk	Free See below
Draft budget	Website	Free Free
Finalised budget	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
Precept	Emailed copy from Clerk Hard copy from Clerk	Free See below
Borrowing Approval letters	Emailed copy from Clerk Hard copy from Clerk	Free See below
Standing Orders and Financial Regulations	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
Grants given and received	Emailed copy from Clerk Hard copy from Clerk	Free See below
List of current contracts awarded and value of contract	Emailed copy from Clerk Hard copy from Clerk	Free See below
Members' allowances and expenses	Emailed copy from Clerk Hard copy from Clerk	Free See below
List of financial transactions above £100.	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
<del>Parish Plan</del>	Not applicable	
Parish Guide	Book given to each household	Free
Annual Reports to Parish Meeting	Emailed copy from Clerk Hard copy from Clerk	Free See below
<del>Quality status</del>	Not applicable	
<del>Local charters drawn up in accordance with DCLG guidelines</del>	Not applicable	

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) The current and previous Council year (May-April) will be available as a minimum. Older information may not be readily available.		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Emailed copy from Clerk Hard copy from Clerk	Free Free Free
Agendas of forthcoming meetings (as above)	Website Posted on noticeboards in advance of meetings. Emailed copy from Clerk Hard copy from Clerk	Free Free Free Free
Agendas of past meetings (as above)	Emailed copy from Clerk Hard copy from Clerk	Free See below
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website (2013-14 onwards) Emailed copy from Clerk Hard copy from Clerk	Free Free Free See below
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Emailed copy from Clerk Hard copy from Clerk	Free See below
Responses to consultation papers	Emailed copy from Clerk Hard copy from Clerk	Free See below
Responses to planning applications	Emailed copy from Clerk Hard copy from Clerk	Free See below
<del>Bye-laws</del>	Not applicable	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) - current information only		
<i>Policies and procedures for the conduct of council business:</i> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Protocol on the recording and filming of Council and Committee meetings Policy statements	Website Emailed copy from Clerk Hard copy from Clerk	Website Free See below
<i>Policies and procedures for the provision of services and about the employment of staff:</i> <del>Internal policies relating to the delivery of services</del>	Website Emailed copy from Clerk	Free Free

Equality and diversity policy Health and safety policy <del>Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy from Clerk	See below
<del>Information security policy</del>	Not applicable	
<del>Records management policies (records retention, destruction and archive)</del>	Not applicable	
<del>Data protection policies</del>	Not applicable	
Information available and schedule of charges	Website Emailed copy from Clerk Hard copy from Clerk	Free Free Free
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Electoral Register for Humber parish and Ford & Stoke Prior parish	Available for inspection at Herefordshire Council offices or by appointment with the Clerk	n/a
Assets Register	Website Emailed copy from Clerk Hard copy from Clerk	Free Free See below
<del>Disclosure log</del>	Not applicable	
Register of members' Disclosable Pecuniary Interests	Contact Herefordshire Council's Monitoring Officer: address available from Clerk	n/a
Register of gifts and hospitality	Emailed copy from Clerk Hard copy from Clerk	Free See below
<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 information only		
<del>Allotments</del>	Not applicable	
<del>Burial grounds and closed churchyards</del>	Not applicable	
<del>Community centres and village halls</del>	Not applicable	
<del>Parks, playing fields and recreational facilities</del>	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Emailed copy from Clerk Hard copy from Clerk	Free Free
Bus shelters	Emailed copy from Clerk Hard copy from Clerk	Free Free
<del>Markets</del>	Not applicable	
<del>Public conveniences</del>	Not applicable	

Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
<b>Additional Information</b>		
The Pump newsletter (current)	Delivered to each household monthly (except January)	Free
The Pump newsletter (older editions)	Copies may be available from the Editor	Free
	Extracts where spare copies no longer available	See below

## Contact details

Clerk to the Council  
Allan Drew  
The Coach House, Pencombe, Herefordshire HR7 4RL  
01885 400712  
[clerk@hfspgroupparishcouncil.gov.uk](mailto:clerk@hfspgroupparishcouncil.gov.uk)

## Schedule of charges

Paper copies of documents not shown as 'free' in the table above may be charged at the following rates.  
In addition, if copies are required to be posted, the cost of second-class postage at the rates applicable at the time will be charged.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost* of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	None.	In accordance with the relevant legislation.

\* the actual cost incurred by the public authority