

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED
Class 1 – Who we are and what we do Who's who on the Parish Council – contact details for Council Members and Clerk	Parish Notice Board / Website/ Hard copy
Class 2 – What we spend and how we spend it Annual return form and Report from Internal Auditor	Website/ Hard copy
Finalised budget	Website / Hard copy
Precept	Website / Hard copy
Class 3 – What our priorities are and how we are doing Annual Chairman's Report to Parish Meetings Neighbourhood Plan and associated documents	Website / Hard copy / email distribution of information to parishioners who've asked for it.
Class 4 – How we make decisions Agendas of meetings	Parish Notice Board / Website / Hard copy / email distribution to parishioners who've asked for it.
Minutes of meetings	Parish Notice Board / Website / Hard copy / email distribution to parishioners who've asked for it.
Responses to consultation papers where produced	Website / Hard copy
Class 5 – Our policies and procedures Standing Orders Code of Conduct Financial Regulations All other policies and procedures	Website / Hard copy
Class 6 – Lists and Registers – Current lists and registers only Assets Register	Website / Hard copy
Register of Members Interests	Website / Hard copy
Class 7 – Services we offer Alternate month Parish Council Newsletter – “Jottings”	Website / Hard copy / email distribution to parishioners who've asked for it and delivered copies to those not on the email list.

Contact details: Parish Clerk & RFO
Hazelwood Parish Council Tel: 07307 858622
Email: clerk@hazelwoodparishcouncil.org.uk

There may be a small charge for providing hard copies of documents. The Council will only charge for photocopying, postage and disbursements

Kommentar [SB1]: This template is provided by the Information Commissioners Office (ICO) and the information is required by the Freedom of Information Act 2000 (FoI). Councils should be proactive in informing the public about what information is available to them.

Kommentar [SB2]: A number of ways listed for the public to access parish council documents and information.

Kommentar [SB3]: In order to provide relevant and comparative information, all financial data from 2020 onwards is included on the website.

Kommentar [SB4]: As a very small PC with a very small precept, the focus of the past few years has been on producing a Neighbourhood Plan (no small achievement from the council and previous Clerk!). This completed and has just undergone its first review. Engagement with the community usually happens through the Memorial Hall which the Councillors are the Trustees of. Due to ...

Kommentar [SB5]: The PC has actively encouraged parishioners to sign up to receiving agendas and minutes and other information and has 2/3 of the electorate on board. This makes it as easy as possi...

Kommentar [SB6]: I have been in post since Jan 2023 and have reviewed and updated both the S.O and Fin. Regs which were very out of date and produced 6 new (though legally required policies) for ...

Kommentar [SB7]: The only registers the PC has which are available to the public are the asset register and the Register of Members Interests and these have been reviewed and updated recently and due ...

Kommentar [SB8]: The PC doesn't deliver any "formal" services but does produce a multipage Newsletter on alternate months - when the PC does not have a meeting. This keeps parishioner...

Kommentar [SB9]: Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 (SI.3244) allows the PC to recoup the costs of producing hard copies in respor...