



**Hermitage Parish Council  
Freedom of Information publication scheme  
Review and Adopted 23<sup>rd</sup> November 2023**

1. The Freedom of Information Act 2009 requires parish councils to 'produce and publish the method by which the specific information will be available so that it can be identified easily and accessed by members of the public'.
2. Hermitage Parish Council will use the council's pages on the Hermitage web site to publish publicly the following information:
  - i. the names of all councillors together with a brief biography plus any office held in the council;
  - ii. the name and contact details for the Clerk to the council through whom the council can be contacted;
  - iii. details of where meetings are usually held, frequency and time;
  - iv. agenda for all meetings which the public are invited to attend;
  - v. minutes of all meetings in item (iv.) above;
  - vi. approved standing orders;
  - vii. approved financial regulations;
  - viii. all other rules, policies and guidelines that relate to the parish council and how it is run;
  - ix. financial information showing annual income and expenditure for the current and previous financial year plus details of the precept;
  - x. all audits carried out of the council's business;
  - xi. all grants awarded and received;
  - xii. details of any allowances or expenses that councillors may claim.
3. The list in item 2. above relates to the running of the council. In addition, the council will publish on its web page information on how it reaches decisions and how it communicates with the parish. This will include, but not exclusively, the following:
  - i. full details of the Annual Parish Assembly and other activities, to which all residents of the parish are invited;
  - ii. how residents can participate at the APA to be part of the council's planning of its priorities to meet the needs of the community;
  - iii. the council's annual report as given at the APA;
  - iv. feedback on decisions made and questions raised;
  - v. information on how to be part of the Hermitage facebook group and so receive any messages placed on there by the council;

- vi. details of how to receive Pathfinder magazine which carries an update of council activity (also published on the web site).
4. The council will also publish on the web site details of the services it runs to include:
  - i. upkeep of all public open spaces;
  - ii. upkeep of the play areas and equipment at Pinewood Park, Furze Hill and the recreation ground;
  - iii. maintenance of the local wildlife site known as Furze Hill;
  - iv. the burial ground including costs;
  - v. bus shelters.
5. HPC recognises that not everyone has access to electronic communication or it may not be convenient, so it will also offer a service to provide hard copies where possible. For modest use, up to 10 sheets of A4 paper, this will be free of charge, otherwise the following charges will be applied:
  - i. all sheets of A4 paper more than 10 = 5p per b&w sheet, 15p per colour sheet;
  - ii. the council regrets it cannot print larger than A4 on site so anyone requiring A3 or larger will be charged the price it has cost the council;
  - iii. any work that takes more than half an hour of the Clerk's time will be charged according to the Clerk's hourly salary rate.
6. The council recognises that transparency and making information available is not only a requirement but is the best way to run itself successfully. It will always do its best to accommodate any reasonable request for information. The clerk works for 16 hours a week.
7. All requests for information should be made to the Clerk.
8. This document will be reviewed every 3 years.

Review and adopted 23<sup>rd</sup> November 2023

Signed by Chairman.....

Reviewed by Hermitage Parish Council on 16<sup>th</sup> May 2019, 21<sup>st</sup> May 2020, 23<sup>rd</sup> November 2023