

Honeybourne Parish Council

Publication Scheme

Information available from Honeybourne Parish Council

The Freedom of Information Act requires every public authority to have a publication scheme approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

The Publication Scheme is based on the ICO model for public authorities and sets out Honeybourne Parish Council's commitment to make certain classes of information routinely available. All the information below is available on request in hard copy and also available on the Parish Council website www.honeybourne-pc.gov.uk

The Council's charges for producing printed copies of this information are published at the end of this document.

The same information can be requested by phone, email and post, contact details are listed at the end of this document.

Class 1 Information – Who we are and what we do

Contact details of Council Members	Website
Contact details of Council Office	Website
Councils Committee Structure	Website
Location of Council Office	Website
Council Staffing Structure	Website

Class 2 Information- What we spend and how we spend

Annual Return form (AGAR) and Auditor report	Website
Precept – detail in January Agenda	Website
Grant Given and Grant received – detail in Parish Council Meeting agendas (If any)	Website
Financial Standing orders and Regulations	Website

Class 3 Information – What our priorities are and how we doing.

Report from Annual Parish Meeting	Website
Published Annual Reports	Website
Monthly status report – detail in monthly Parish Council Meetings agendas	Website
Neighbourhood Plan	Website

Class 4 Information – How we make decisions

Timetable of all Parish Council, committee and meetings	Website
Agendas of all Parish Council, committee meetings	Website
Minutes of Parish Council meetings and committee meetings	Website
Reports presented to Council meetings – excluding any information properly regarded as confidential	Website
Responses to Consultations	Website
Responses to Planning applications – detail in monthly agendas (if any)	Website
Summary of Information Requests and Responses (FOI)	Website

Class 5 Information – Our Policies and procedures (current information only)

Procedural Standing Orders	Website
Committee terms of reference	Website
Scheme of Delegation to Clerk and Committee	Website
Councillors Code of Conduct	Website
Grant Aid Policy Procedures	Website
Financial Regulations	Website
Equality and Diversity Policy	Website
Publication Scheme	Website
Privacy Notice	Website
Complaints Policy	Website
Document Retention Policy	Website
Data Protection Policy	Website
Freedom Of Information Policy	Website
General Reserves Policy	Website
CCTV Policy	Website
Member Officer Protocol	Website
Social Media Policy	Website
Grievance and Procedures	Website
Press & Media Policy	Website
Biodiversity Policy	Website
Disciplinary and Procedures	Website

Class 6 Information – List of Registers

Council Asset Register	Website
Register of Members Disclosable Pecuniary Interest	Website

CLASS 7 INFORMATION – Services we offer

Civic and Parish Event	Website
Responsibilities for Honeybourne Sports Field and The Leys	Website
Operation of Lengthsman Scheme	Office
Responsible for the maintenance of some benches/seating	Office
Responsible for 4 planters for the village	Office
Responsible for 4 noticeboards	Office
Planning Application responses	Website
Responsible for Bus shelters	Office
Community Support by way of grant aid	Website
Responsible for Honeybourne Parish Cemetery	Website
Responsible for Honeybourne Allotments Gardens	Website
Responsible for footway lightings	Office

Schedule of Applicable Charges

Material which is published and accessed on the Council's website is free of charge.

For requests under the cost limit (£450.00):

- **Information available online:** Free
- **Photocopying:** 15p per A4 sheet
- **Postage:** At actual cost of Royal Mail postage

Data Publication Scheme

Date adopted: 9th September 2025

Minute Number: 25/601 (2.1)

Date of next review : September 2028

- **Staff time:** Cannot be charged

For requests over the cost of limit (£450.00):

- **We may refuse the request** under Section 12¹ of the Freedom of Information Act, OR
- **Offer to provide information at full cost** including staff time at £25 per hour (as set by The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004)
- **Note:** We are only required to say whether we hold the information, even if we cannot provide it due to cost limits.
- **Fee calculation:** We will provide a reasonable estimate but are not required to justify detailed cost breakdowns for refusals
- **Written agreement:** We will not commence work without written agreement from the requester to pay the costs
- **Payment deadline:** Payment must be received within 3 months of our fees notice, or the request will be treated as closed
- **Alternative options:** We will offer advice on how to refine your request to bring it within the cost limit
- **Time limits:** The 20 working-day response period is paused while awaiting payment

Statutory Fees:

In accordance with relevant legislation

Payment Terms:

If a charge is to be made, confirmation of the payment due will be given and payment must be made prior to the provision of any such information.

Contact Information

Honeybourne Parish Council

Parish Clerk: clerk@honeybourne-pc.gov.uk

Address: Honeybourne Village Hall, Harvest Close, Honeybourne, Evesham, WR11 7HR

Website: www.honeybourne-pc.gov.uk

This Publication Scheme complies with the Freedom of Information Act 2000, Environmental Information Regulations 2004, UK General Data Protection Regulation, and Data Protection Act 2018.

¹ The £450 cost limit is established under Section 12 of the Freedom of Information Act 2000¹ and The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004². (¹ Freedom of Information Act 2000, Section 12 & ² SI 2004/3244)