

Publication Scheme (Freedom of Information Act 2000)

Version: 1.0

Adopted: April 2026

Minute Reference: April 13th 2026 26.052.8.4

Review Date: April 2027

1. Introduction

This Publication Scheme sets out the information that Helpston Parish Council routinely makes available to the public in accordance with the Freedom of Information Act 2000 (FOIA). It follows the Information Commissioner's Office (ICO) Model Publication Scheme for parish councils.

2. How to access information

Information is available:

- via the Council's website: <https://www.helpston-pc.gov.uk>
- by email: clerk@helpston-pc.gov.uk
- by writing to: The Clerk, Helpston Parish Council,
35, Maxey Road, Helpston, Peterborough PE6 7DP

If information is not already published, you may request it under FOIA. Environmental information may be requested under the Environmental Information Regulations 2004 (EIR).

3. Charges

Most information is available free of charge on the website or by email. Reasonable disbursements may be charged where paper copies are requested.

- Photocopying: up to £0.20 per A4 sheet.
- Postage: charged at cost.
- No charge is made for staff time.

Where reasonably practicable, information will be provided in reusable electronic formats in accordance with ICO guidance on open data.

4. Classes of information we publish

The Council publishes information under the following ICO classes. Where possible, this information is published on the Council website.

Class	Information included (examples)	How available	Cost
1. Who we are and what	Council contact details;	Website / email on	Free

we do	councillor names; committees/working groups; Standing Orders; Code of Conduct; agendas, minutes and reports; election information.	request	
2. What we spend and how we spend it	Budgets; precept; annual accounts; AGAR; audit statements; payments to suppliers; grants awarded; policies for allowances/expenses; contracts and tenders (where applicable).	Website / email on request	Free
3. What our priorities are and how we are doing	Plans and strategies; action plans; annual report (if produced); risk assessments; project updates; consultations.	Website / email on request	Free
4. How we make decisions	Agendas and minutes; reports presented; public background papers; consultation responses; decision-making records.	Website / email on request	Free
5. Our policies and procedures	Financial regulations; risk management; complaints; FOI; data protection/GDPR; privacy notice; disciplinary & grievance; equalities; health & safety; retention (if adopted).	Website / email on request	Free
6. Lists and registers	Asset register; register of interests; gifts and hospitality register; burial/cemetery records (subject to GDPR).	Website / email on request	Free (copying/postage may apply)
7. The services we offer	Services provided and how to access them (e.g., cemetery administration, community assets, grants, maintenance).	Website / email on request	Free

The Council also publishes information in compliance with the Local Government Transparency Code for Smaller Authorities (2015). The Council's annual turnover exceeds £25,000, and the full requirements of the Transparency Code accordingly apply. Publication under the Transparency Code supplements the classes above.

5. Information not routinely published

Some information may not be released because it is exempt under FOIA or restricted under other laws, for example:

- personal data protected by data protection law (UK GDPR/Data Protection Act 2018);
- commercially sensitive information;

- confidential or legally privileged material;
- information where disclosure would be unlawful.

6. Requests for information

If you cannot find the information you need, you may make a written request under FOIA (or EIR where relevant). Please include your name, a contact address or email, and a clear description of the information requested.

The Council will respond within 20 working days. EIR requests are normally handled within 20 working days, but may be extended in complex cases.

7. Complaints

If you are dissatisfied with how a request has been handled, please contact the Clerk in the first instance. If you remain dissatisfied, you may complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office (ICO)

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Website: <https://ico.org.uk>

8. Review

This Publication Scheme will be reviewed annually, or sooner if required by changes in legislation or guidance.