

PUBLICATION SCHEME

Introduction

Hutton Parish Council is committed to openness and transparency and has adopted this Publication Scheme in accordance with the Freedom of Information Act 2000.

The purpose of the scheme is to make information routinely available to the public and to explain how that information can be accessed.

Information will normally be made available:

- Via the Council website;
- By email request;
- At Council meetings;
- Via public notice boards; or
- In hard copy upon request.

Charges may apply for printing, copying or postage.

Schedule of Information Available

Information to be Published	How Information Can Be Obtained	Charges
## Who We Are and What We Do		
Names of Councillors	Website / Notice Board	No charge
Contact details for the Clerk	Website / Notice Board	No charge
Councillor responsibilities and committee information	Website	No charge
## What We Spend and How We Spend It		
Annual Budget and Precept Information	Website / Hard Copy	20p per page
AGAR (Annual Governance & Accountability Return)	Website / Hard Copy	20p per page
Financial Regulations	Website / Hard Copy	20p per page
Payment schedules and financial reports	Website / Meeting Papers	20p per page
Grants awarded by the Council	Website / Hard Copy	20p per page
Contracts and tenders awarded	Website	No charge
## What Our Priorities Are and How We Are Doing		
Annual Parish Meeting information	Website / Hard Copy	20p per page
Annual Reports	Website / Hard Copy	20p per page
Biodiversity and environmental information	Website	No charge
Council projects and initiatives	Website / Newsletter	No charge
## How We Make Decisions		
Meeting agendas	Website / Notice Board	No charge
Approved minutes of meetings	Website	No charge

Timetable of meetings	Website / Notice Board	No charge
Public consultation responses	Website / Hard Copy	20p per page
Responses to planning applications	Website	No charge
Reports presented to Council (excluding confidential items)	Website / Hard Copy	20p per page
### Our Policies and Procedures		
Standing Orders	Website / Hard Copy	20p per page
Code of Conduct	Website / Hard Copy	20p per page
Financial Regulations	Website / Hard Copy	20p per page
Risk Management Policy	Website / Hard Copy	20p per page
Complaints Procedure	Website / Hard Copy	20p per page
Data Protection Policies	Website / Hard Copy	20p per page
Publication Scheme	Website / Hard Copy	20p per page
Asset Register	Website / Hard Copy	20p per page
Register of Members' Interests	Principal Authority Website	No charge
### Services We Provide		
Allotments (where applicable)	Clerk	No charge
Public Open Spaces and Play Areas	Clerk / Website	No charge
Dog and Litter Bins	Clerk	No charge
Bus Shelters	Clerk	No charge
Scout Hut Information	Clerk	No charge
Community Initiatives and Events	Website / Newsletter	No charge
Grounds Maintenance and Environmental Services	Clerk	No charge

Charges

Information published on the Council website is normally free of charge.

Charges for printed material are:

- 20p per A4 black and white page;
- Actual postage costs where applicable.

The Council may refuse requests which are vexatious, repetitive or exceed the appropriate cost limits under Freedom of Information legislation.

Requests for Information

Requests for information should be made to:

The Parish Clerk

Hutton Parish Council

Email: clerk@huttonsomerset.org.uk

Website: www.huttonsomerset.org.uk

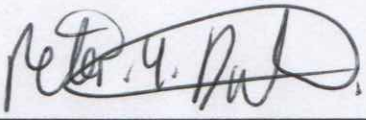
Requests will be handled in accordance with the Freedom of Information Act 2000 and Data Protection legislation.

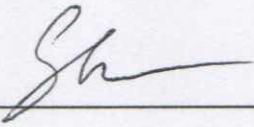
Review

This Publication Scheme will be reviewed periodically to ensure that it remains accurate, up to date and compliant with current legislation and guidance.

Adoption

This Publication Scheme was adopted by Hutton Parish Council on 1st June 2026.

Signed: 
Chair

Signed: 
Parish Clerk