

ABBERTON & LANGENHOE PARISH COUNCIL

FREEDOM OF INFORMATION POLICY

Adopted: 4th July 2016

Signed: S. Wormell Chairman

Information available from Abberton & Langenhoe Parish Council under the model publication scheme –

Website – <http://www.essexinfo.net/abberton-langenhoe/>

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>On the Village Notice Boards or from the Parish Clerk or on the Parish Council Website</p>	<p>15p per sheet for A4 and 20p per sheet for A3 or coloured, any photo-copied material or free by email</p>
Who's who on the Council and its Committees	<p>Notice Boards/Parish Clerk</p> <p>Website</p>	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p>Notice Boards/Parish Clerk</p> <p>Website</p>	
Location of main Council office and accessibility details	No Office	
Staffing structure	Only Parish Clerk	

Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	From Parish Clerk Annual Accounts on website	
Annual return form and report by auditor	From Parish Clerk/Website	
Finalised budget	From Parish Clerk/Website	
Precept	From Parish Clerk/Website	
Borrowing Approval letter	No Borrowing	
Financial Standing Orders and Regulations	From Parish Clerk/Website	
Grants given and received	From Parish Clerk/Website	
List of current contracts awarded and value of contract, if applicable	From Parish Clerk/Website	
Members' allowances and expenses	None paid	

<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>		
<p>Parish Plan (current and previous year as a minimum)</p>	<p>None available</p>	
<p>Annual Report to Parish or Community Meeting (current and previous year as a minimum)</p>	<p>From Parish Clerk/Website</p>	
<p>Quality status</p>	<p>Not Applicable</p>	
<p>Local charters drawn up in accordance with DCLG guidelines</p>	<p>Not Applicable</p>	
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>From Parish Clerk/Website</p>	
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>On the Village Notice Boards or from the Parish Clerk or from Website</p>	
<p>Agendas of meetings (as above)</p>	<p>On the Village Notice Boards or from the Parish Clerk for previous ones or from the Website</p>	
<p>Minutes of meetings (as above) – NB This will exclude information that is properly regarded as private to the meeting.</p>	<p>From Parish Clerk/Website</p>	

Reports presented to council meetings - NB This will exclude information that is properly regarded as private to the meeting.	From Parish Clerk/Website	
Responses to consultation papers	From Parish Clerk/Link to consultation	
Responses to planning applications	From Parish Clerk/Link to Planning Application/CBC Website	
Bye Laws	Not Applicable	
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	All from Parish Clerk or available on the Website	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	All from Parish Clerk or available on the Website	

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>All from Parish Clerk or available on the Website</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>From Parish Clerk/Website</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>See above</p>	
<p>Class 6 – Lists and Registers</p>		
<p>Currently maintained lists and registers only</p>		
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>From Parish Clerk</p>	
<p>Assets Register</p>	<p>From Parish Clerk/Website</p>	
<p>Register of members' interests</p>	<p>From Parish Clerk/Website</p>	
<p>Register of gifts and hospitality</p>	<p>A hospitality register is being kept as of July 2016</p>	

<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>Few of these are offered but ask Parish Clerk in the first instance – what is available is on the Website</p>	
Allotments	Edward Marke Trust	
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls	From Parish Clerk/Website	
Parks, playing fields and recreational facilities	From Parish Clerk/Website	
Seating, litter bins, clocks, memorials and lighting	From Parish Clerk/Website	
Bus shelters	From Parish Clerk/Website	
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not Applicable	

Contact details:

Mrs Clair Collett 01206 735901 parishclerk.al@hotmail.com

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 15p per sheet (black & white)A4	Actual cost *
	Photocopying @ 20p per sheet A3 or (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class or 1 st class stamp if information requested urgently
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* the actual cost incurred by the public authority

This policy was adopted by Abberton & Langenhoe Parish Council on 4th July 2016

Signed: S Wormell Chairman