

Freedom of Information Act

The Model Freedom of Information Act was adopted by Sible Hedingham Parish Council in November 2009.

All FOI requests should be submitted to the Clerk

Information available from Sible Hedingham Parish Council under the model publication scheme

Information to be published	How the Information can be obtained	Cost (postage not included in price list)
Class 1 – Who we are and what we do		
Who's who on the Council and its Committees	Web site Hard copy	Free 50p
Contact details for Parish Clerk and Council members	Web site Hard Copy	Free 50p
Location of main Council office and accessibility details	Web site Hard copy	Free 50p
Class 2 – What we spend and how we spend it Current and previous financial year as a minimum		
Annual return form and report by auditor	Web site Hard copy	Free 50p
Finalised budget including precept	Web site Hard copy	Free 50p
Financial Standing Orders and Regulations	Web site Hard copy	Free 50p
Grants given (S137)	Hard copy	50p
Members' allowances and expenses if applicable	Hard copy	50p
Class 3 – What are our priorities and how are we doing		
Annual Report to Parish Meeting	Web site Hard copy	Free Free
Quality status	N/A	
Learning and development policy	Web site Hard copy	Free 50p
Class 4 – How we make decisions		
Timetable of meetings	Web site Hard copy	Free 50p
Agendas of meetings	Web site	Free

	Notice Boards Hard copy	Free 50p
Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting.	Web site Hard copy	Free 50p
Reports presented to council NB this will exclude information that is properly regarded as private to the meeting.	Hard copy	50p
Responses to consultation papers	Hard copy	50p
Responses to planning applications	Minutes available on the web site Hard copy	Free 50p
Bye-laws (Recreation Ground)	Web site Hard copy	Free 50p
Class 5 Our policies and procedures		
Procedural standing orders	Web site Hard copy	Free 50p
Committee and sub-committee terms of reference	Web site Hard copy	Free 50p
Code of Conduct	Web site Hard copy	Free 50p
Complaints procedures	Web site Hard copy	Free 50p
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Web site Hard copy	Free 50p
Register of members' interests	Web site Hard copy	Free 50p
Class 7 – The services we offer Current information only		
Allotments, when available	N/A	
Garden of Remembrance	Web site Hard copy	Free 50p
Parks, playing fields and recreational facilities	N/A	

Seating, litter bins, clocks, memorials and lighting	Assets Register on web site Hard copy	Free 50p
Bus shelters	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Web site Hard copy	Free 50p

All requests for hard copies of information must be submitted in writing to the Clerk, Sible Hedingham Parish Council. The Parish Council will strive to supply the information within 28 days of receiving the request providing payment for costs have been received. If there is likely to be any delay in providing the information, written confirmation of this delay will be provided.

Contact details:

Mrs G McCoyd
Clerk to Sible Hedingham Parish Council
75 Swan Street
Sible Hedingham
Essex
CO9 3HT
01787 462568
clerk@siblehedinghampc.org.uk

Schedule of Charges

This describes how the charges have been arrived at.

Type of Charge	Description	Basis of Charge
Disbursement cost	A4 photocopying @ 50p per sheet (black & white)	Actual cost including Clerk's time
	A4 photocopying @ £1 per sheet (colour)	Actual cost including Clerk's time
	Postage	Actual cost of Royal Mail standard 2 nd class
	Clerk's time @ £25 per hour	As stipulated by the ICO
Other	Garden of Remembrance	Set by Recreation & Amenities Committee and ratified by full Council