

ABBERTON and LANGENHOE PARISH COUNCIL FREEDOM OF INFORMATION POLICY

Adopted: 4th July 2016 and reviewed at a meeting of the Full Council held on 8th July 2019 (Min No 074/19), 12th October 2020 (Min No 084/20) and 6th September 2021 (Min 084.2/21)

Signed: S. Wormell Chairman

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

Website – www.abbertonandlangenhoe.org.uk

Information to be published	How the information can be obtained
<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>Who's who on the Council and its Committees</p>	<p>Notice Boards/Parish Clerk</p> <p>Website</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with email address)</p>	<p>Notice Boards/Parish Clerk</p> <p>Website</p>
<p>Location of main Council office and accessibility details</p>	<p>No Office</p>

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>	
Parish Action Plan (current and previous year as a minimum)	From Parish Clerk/Website
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	From Parish Clerk/Website
Quality status	Local Council Accreditation Scheme (LCAS) – Foundation Level
Local charters drawn up in accordance with Ministry of Housing, Communications and Local Government (MHCLG) guidelines	Not Applicable
<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>	From Parish Clerk/Website
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	On the Village Notice Boards or from the Parish Clerk or from Website
Agendas of meetings (as above)	On the Village Notice Boards or from the Parish Clerk for previous ones or from the Website

Minutes of meetings (as above) – NB This will exclude information properly regarded as private to the meeting.	From Parish Clerk/Website
Reports presented to council meetings - NB This will exclude information 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/Colchester Borough Council (CBC) Website
<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>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>From Parish Clerk</p>
<p>Class 7 – The services we offer</p>	<p>Few of these are offered but ask Parish</p>

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Clerk in the first instance – what is available is on the Website
Allotments	Edward Marke Trust
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

Contact details:

Mrs Carolyn McSweeney - 07396331678 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 Abberton and Langenhoe Parish Council