



Abberton and Langenhoe Parish Council

FREEDOM OF INFORMATION POLICY

The Freedom of Information policy was reviewed and agreed at a meeting of the Full Council held on 9th January 2023 (Min. No 174/22) and 11th December 2023 (Min 143/23)

Next review due December 2024

**Information available from Abberton and Langenhoe Parish Council (ALPC)
under the model publication scheme –**

website – www.abbertonandlangenhoeipc.org.uk

| Information to be published | How the information can be obtained |
|---|--|
| Class 1 – Who we are and what we do | |
| <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 ALPC website.</p> |
| Who's who on ALPC. | Village notice boards, Parish Clerk website. |
| Contact details for Parish Clerk and ALPC members (named contacts where possible with email address). | Village notice boards, Parish Clerk website. |
| Location of main ALPC office and accessibility details. | No office. |
| Staffing structure. | The Parish Clerk is the sole employee. |
| Class 2 – What we spend and how we spend it | |
| <p>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</p> <p>Current and previous financial year as a minimum.</p> | <p>From Parish Clerk annual accounts on website.</p> |
| Annual return form and report by auditor. | From Parish Clerk and the website. |
| Finalised budget. | From Parish Clerk and the website. |
| Precept. | From Parish Clerk and the website. |
| Borrowing Approval letter. | No borrowing. |

| | |
|--|---|
| Financial Standing Orders and Regulations | From Parish Clerk and the website. |
| Grants given and received. | From Parish Clerk and the website. |
| List of current contracts awarded and value of contract, if applicable. | From Parish Clerk and the website. |
| Councillors' allowances and expenses. | No allowances are paid. Councillors can claim travelling expenses for essential training. |
| Class 3 – What our priorities are and how we are doing | |
| Strategies and plans, performance indicators, audits, inspections and reviews. | |
| Parish Action Plan (current and previous year as a minimum). | From Parish Clerk and the website. |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum). | From Parish Clerk and the website. |
| Quality status. | Not applicable |
| Local charters drawn up in accordance with Ministry of Housing, Communications and Local Government (MHCLG) guidelines | Not Applicable |
| Class 4 – How we make decisions | |
| Decision making processes and records of decisions. Current and previous council year as a minimum. | From Parish Clerk and the 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 and the website. |
| Reports presented to council meetings – NB This will exclude information properly regarded as private to the meeting. | From Parish Clerk and the website. |
| Responses to consultation papers. | From Parish Clerk. Links to consultations on the website. |
| Responses to planning applications. | From Parish Clerk. Link to Planning Applications, Colchester City Council (CCC) website. |
| Class 5 – Our policies and procedures | |
| Current written protocols, policies and procedures for delivering our services and responsibilities. Current information only. | All from Parish Clerk or available on the website. |
| Policies and procedures for the conduct of council business: Procedural Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | All from Parish Clerk or available on the website. |
| Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services. | All from Parish Clerk or available on the website. |

| | |
|--|--|
| <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> | |
| Records management policies (records retention, destruction and archive). | From Parish Clerk and the website |
| Class 6 – Lists and Registers | |
| Currently maintained lists and registers only. | |
| Any publicly available register or list if any are held this should be publicised; in most circumstances existing access provisions will suffice. | From Parish Clerk. |
| Assets Register. | From Parish Clerk and the website. |
| Register of councillors' interests | From Parish Clerk and by using the link below to the website of Colchester City Council. ALPC – Register of Interests |
| Register of gifts and hospitality | From Parish Clerk |
| Class 7 – The services we offer | |
| <p>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses.</p> <p>Current information only.</p> | Few of these are offered but ask by application to the Parish Clerk in the first instance – what is available is on the website. |
| Allotments. | Charity of Edward Marke. |
| Community centres and village hall. | From Parish Clerk and the website. |
| Parks, playing fields and recreational facilities. | From Parish Clerk and the website. |

| | |
|--|------------------------------------|
| Seating, litter bins, clocks, memorials, and lighting. | From Parish Clerk and the website. |
| Bus shelters. | From Parish Clerk and the website. |

Contact details: Clerk to Council:

Mrs Carolyn McSweeney – 07745239070 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 and 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 is requested urgently. |
| Statutory Fee | | In accordance with the relevant legislation (quote the actual statute) |

* the actual cost incurred by Abberton and Langenhoe Parish Council.