



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 9 December 2024 (Min. No 151/24).

Next review due December 2025

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

[ALPC - Website](#)

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:

Leah Hills – 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.