

FREEDOM OF INFORMATION

Information available from FORDHAM Parish Council under the model publication scheme **ADOPTED MAY 2017 Min No.011/17**

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>		
Who's who on the Council and its Committees	website	free
Contact details for Parish Clerk and Council members	website village noticeboards	free free
Location of main Council office and accessibility details (accessibility by appointment with the Clerk to the Council)	website village noticeboards	free free
Staffing structure	website	free
<p>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)</p> <p><u>Current and last completed audit year</u></p>		
Annual return form and report by auditor	Website	free
Finalised budget	Website	free

Precept	Website	free
Financial Standing Orders and Regulations	Website	free
Grants given and received	Website	free
List of current contracts awarded and value of contract	Website	free
Members' allowances and expenses	Website	free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Chairman's Annual Report to Parish Meeting	Website	free
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year where available		
Timetable of meetings (Current year only)	Website	free
Agenda of meetings (Current and previous year)	Website	free
Minutes of meetings – nb this will exclude information that is properly regarded as private to the meeting. (Current and last completed audit year)	Website	free
Responses to consultation papers (n.b. these responses will be recorded in the minutes of the meeting at which they were discussed)	Website	free
Responses to planning applications (n.b. these responses will be recorded in the minutes of the meeting at which they were discussed and are publically available via Tendring District Council's website)	Website – link to Tendring District Council website	free
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		

<u>Current information only</u>		
<u>Policies and procedures for the conduct of council business and for the provision of services</u>		
Procedural Standing Orders	Website	Free
Financial Regulations	Website	Free
Code of Conduct	Website	Free
Co-option of councillors policy	Website	Free
Complaints Procedures.	Website	Free
Freedom of Information Act Publication Scheme	Website	Free
Records management policies (records retention, destruction and archive)	Website	Free
Persistent and vexatious complainants policy	Website	Free
Website content policy	Website	Free
Schedule of charges for the publication of information	Website	free
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Website	free
Register of members’ interests	Website	free
Register of gifts and hospitality	Website	free
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Parks, playing fields and recreational facilities	Website	free
Seating, litter bins, Bus shelters	Website	free
<u>Additional Information</u> Please contact the Clerk to the Council for any additional information		

<p>required not listed above – please note:</p> <p>The classes of information will not generally include:</p> <p>Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.</p> <p>Information that is no longer readily available as it is contained in files that have not been retained and/or destroyed.(See Retention of Records Policy)</p> <p>Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.</p>		
<p>All documents available on the website can be provided by hard copy in accordance with the scale of charges detailed below. Please contact the Clerk to the Council if information is required in this or any other format.</p>		

Website: www.essexinfo.net/fordham-parish-council

Contact details:

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost to the Council
	Postage	Actual cost of Royal Mail standard 2nd class
	E-mail	Free
Statutory Fee		In accordance with the relevant legislation