

# Freedom of Information Act 2000

## Information available from Freckenham Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)  <i>Current information only</i></p>		
Who's who on the Council	Website Newsletter – <i>Parish Pump</i> Hard Copy	Free Delivered free 10p per sheet
Contact details for Parish Clerk and Council members	Website Newsletter – <i>Parish Pump</i> Hard Copy	Free Delivered free 10p per sheet
Location of main Council office and accessibility details	Council does not have an office. All information requests to the Parish Council Clerk (see below)	
Staffing structure	Other than the Clerk no staff are employed	
<p><b>Class 2 – What we spend and how we spend it</b>            (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  <i>Current and previous financial year.</i></p>		

Annual return form and report by auditor	Hard Copy	10 per sheet
Finalised budget	Hard Copy	10 per sheet
Precept	Hard Copy	10 per sheet
Borrowing Approval letter	None	
Financial Standing Orders and Regulations	Hard Copy	10 per sheet
Grants given and received	Hard Copy	10 per sheet
List of current contracts awarded and value of contract	Hard Copy	10 per sheet
Members' allowances and expenses	Hard Copy	10 per sheet
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  <i>Current and previous council year</i></p>		
Parish Plan (this was undertaken in 2000)	Hard Copy	10 per sheet
Annual Report to Parish Meeting	Hard Copy	10 per sheet
Quality status	N/a	
Local charters drawn up in accordance with DCLG guidelines	None	
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  <i>Current and previous council year</i></p>		
Timetable of meetings (Council and Parish Meetings, – there are no committees/sub-committees).	Website (current only)	Free
	Hard copy	10p per sheet
Agendas of meetings (Council and Parish Meetings)	Website	Free
	Hard copy	10p per sheet
Minutes of meetings (Council and Parish Meetings) – this will exclude information that is properly regarded as private to the meeting. NOTE: Council minutes are not available until they have been approved at a subsequent	Website (Council only)	Free

meeting.	Hard copy	10p per sheet
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	Hard Copy	10 per sheet
Responses to consultation papers	Hard Copy	10 per sheet
Responses to planning applications	Hard Copy	10 per sheet
Bye-laws	None	
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  <i>Current information only</i></p>		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard Copy	10p per sheet
<del>Committee and sub-committee terms of reference</del>		
Delegated authority in respect of officers	Contained in Standing Orders	10p per sheet
Code of Conduct	Hard Copy	10p per sheet
<del>Policy statements</del>		
Policies and procedures for the provision of services <del>and about the employment of staff:</del>	Contained in Standing Orders	10p per sheet
Internal policies relating to the delivery of services	Contained in Standing Orders	10p per sheet
<del>Equality and diversity policy</del>		
<del>Health and safety policy</del>		
<del>Recruitment policies (including current vacancies)</del>		
Policies and procedures for handling requests for information	Contained in Standing Orders	10p per sheet
Complaints procedures (including those covering requests for information and operating the publication scheme)	Contained in Standing Orders	10p per sheet

<del>Information security policy</del>		
<del>Records management policies (records retention, destruction and archive)</del>		
Data protection policies	Clerk is registered under the Data Protection Act	
Schedule of charges (for the publication of information)	See below	
<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i>		
Any publicly available register or list	Hard Copy	10p per sheet
Assets Register	Hard Copy	10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy	10p per sheet
Register of members' interests	Hard Copy	10p per sheet
Register of gifts and hospitality	Hard Copy	10p per sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>		
Allotments	None owned	
Burial grounds and closed churchyards	Contact the Parochial Church Council	
Community centres and village halls	Contact the Village Hall Committee	
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per sheet
Bus shelters	Hard Copy	10p per sheet
Markets	None	
Public conveniences	None	
Agency agreements	None	

A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	See below	
Quarterly Newsletter – <i>Parish Pump</i> .	Copy delivered to each household	Free
	Additional copies	£2.00 per copy
<b>Additional Information</b>		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

**Clerk to the Council**  
**Woodland House**  
**Elms Road**  
**Freckenham**  
**IP28 8JG**  
**Tel: 01638 720644**  
**E-mail: [rodgill@aol.com](mailto:rodgill@aol.com)**

**Website: <http://www.onesuffolk.co.uk/freckenhampc>**

**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Hard copy costs</b>	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class.
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		