

FREEDOM OF INFORMATION

Information available from Bradfield Parish Council under the model publication scheme ADOPTED MAY 2017 Min No.009/17

| 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 |

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| 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) <u>Current and previous council year where available</u> | | |
| 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) | | |

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| <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 |
| Mill Lane Cemetery Policy | Website | Free |
| Mill Lane Cemetery – schedule of charges | 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 |
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| <p><u>Additional Information</u> Please contact the Clerk to the Council for any additional information 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/bradfieldparishcouncil

Contact details Jeanette Sands
18 The Hornbeams
Little Oakley
Harwich CO12 5NL

bradfieldparishcouncil@btconnect.com

Tel: 07851 760264

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 |