

# Freedom Of Information Policy

## Information available from Great Horkesley Parish Council under the publication scheme

Information to be published	How the information can be obtained	Cost
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	(Hard copy and or website)	
Who's who on the Council and its Committees	Website Hard Copy	Free 50p/sheet
Contact details for Parish Clerk address, telephone number and email address and Council members	Website Hard Copy	Free 50p/sheet
Location of main Council office and accessibility details	None	
Staffing structure	None	
<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)</p> <p>Current and previous financial year as a minimum</p>	(Hard copy or website)  Hard Copy	  50p/sheet
Annual return form and report by auditor	Hard Copy	50p/sheet
Finalised budget	Hard Copy	50p/sheet
Precept	Hard Copy	50p/sheet
Financial Standing Orders and Regulations	Website	Free

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	Hard Copy	50p/sheet
Grants given and received	Hard Copy	50p/sheet
List of current contracts awarded and value of contract	Hard Copy	50p/sheet
Members' allowances and expenses	No Members Allowance	
	Travel Expenses Awarded and cost of training -Minutes	50p/sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Council Plan (current and previous year as minimum)	Website Hard Copy	Free 50p/sheet
Annual Report to Parish Meeting (current and previous year as a minimum)	Website Hard Copy	Free Free
Quality status	None	
Local charters drawn up in accordance with DCLG guidelines	None	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council and any committee meetings and parish meetings)	Website Hard Copy	Free 50p/sheet
Agendas of meetings (as above)	Website	Free

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	Hard Copy	50p/sheet
Minutes of meetings (as above) – NB. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 50p/sheet
Reports presented to council meetings – NB. this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 50p/sheet
Responses to consultation papers	None	
Responses to planning applications	Website Colchester Borough Council website	Free
Bye - Laws	None entered with parish council	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(Hard copy or website)	
Policies and procedures for the provision of services and about the employment of staff  Equality and diversity policy Freedom of Information Act 2000 procedures for handling requests for information Health and safety policy (not available as under 5 staff members employed)	None Website Hard Copy	Free 50p/sheet

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Recruitment policies (not available adverts placed in the village news or local paper when required) Vacancy advertised Complaints procedures (including those covering requests for information and operating the publication scheme)	Website  Website Hard Copy	Free 50p/sheet
Records management policies (records retention, destruction and archive)	None at present	
Data protection policies	Covered by Data Protection Act 1998 Registered with ICO Website Hard Copy	Free 50p/sheet
Schedule of charges (for the publication of information)	Website Hard copy	Free 50p/sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets register	Hard Copy (by inspection only)	
Disclosure log (not used by parish council)		
Register of members' interests	Hard Copy (by inspection only)	
Register of gifts and hospitality		
<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)	(hard copy or website; some information may only be available by inspection)	

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Allotments	None at present	
Burial grounds and closed churchyards	None	
Village hall	Hard Copy (by inspection only)	
Parks, playing fields and recreational facilities	None at present	
Lighting	Hard Copy (by inspection only)	
Bus shelters	Hard Copy (by inspection only)	
Markets	None	
Public conveniences	None	
Agency agreements	None	
Hire fees	Website	Free
	Hard Copy	50p/sheet

**Contact details:** **Parish Clerk**  
**15 Malvern Way**  
**Great Horkesley**  
**Colchester**  
**Essex**  
**CO6 4TZ**  
**Website:** <http://www.greathorkesley-pc.gov.uk>  
**Email:** [parish-clerk@greathorkesley-pc.gov.uk](mailto:parish-clerk@greathorkesley-pc.gov.uk)

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## SCHEDULE OF CHARGES

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 50p per sheet (black & white)	Actual cost * Cost plus time
	Photocopying @ 60 p per sheet (colour)	No colour photocopying
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

\* Actual cost incurred by the public authority

**Last Reviewed & Approved: 22 September 2021**  
**Minute Ref: 6b**