

## Langham Parish Council –Freedom of Information Policy

### Information available under the ICO 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></p> <p>(Organisational information, structures, locations and contacts) This will be current information only.</p>	(hard copy or website)	
Who’s who on the Council and its Committees	Website Hard copy from the Clerk	Free 10p per page
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address [if used])	Website Hard copy from the Clerk	Free 10p per page
Location of main Council office and accessibility details	Not Applicable (N/A)	
Staffing structure	Hard copy from the Clerk	10p per page
<p><b>Class 2 – What we spend and how we spend it</b></p> <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>	(hard copy or website)	
Annual return form and report by auditor	Hard copy from the Clerk	10p per page
Finalised budget	Website Hard copy from the Clerk	Free 10p per page

Precept	Website Hard copy from the Clerk	Free 10p per page
Borrowing Approval Letter	N/A	10p per page
Financial Standing Orders and Regulations	Website Hard copy from the Clerk	Free 10p per page

Grants given and received	Hard copy from the Clerk	10p per page
List of current contracts awarded and value of contract	Hard copy from the Clerk	10p per page
Members' allowances and expenses	Hard copy from the Clerk	10p per page
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	N/A	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	*	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<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 sub-committee meetings and parish meetings)	Website Notice Boards Hard copy from the Clerk	Free Free 10p per page
Agenda of meetings (as above row)	As above row	As above row
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	As above	As above

Reports presented to council meetings- n.b. this will exclude information that is properly regarded as private to the meeting.	Hard copy from the Clerk	10p per page
Responses to consultation papers	Website Hard copy from the Clerk	Free 10p per page
Responses to Planning Applications	Website Hard copy from the Clerk	Free 10p per page
Bye-laws	N/A	

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
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Policies and procedures for the conduct of council business and for the provision of service:		Free
Procedural Standing Orders	Website	10p per page
Financial Regulations	Hard copy from the Clerk	Free
Committee and sub-committee terms of reference	Website	10p per page
Code of Conduct	Hard copy from the Clerk	Free
Freedom of Information Policy (includes the model publication scheme)	Website	10p per page
Complaints Procedure (including requests for information)	Hard copy from the Clerk	Free
Information security, data protection and records management policy statements	Website	10p per page
Schedule of charges (for the publication of information)	Hard copy from the Clerk	Free

<b>Class 6 - Lists and Registers</b>		
Currently maintained lists and registers only	(hard copy or website; Some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; In most circumstances existing access provisions will suffice)		
Asset Register	Hard copy from the Clerk	10p per page
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)	Not held	
Register of members' interests	Hard copy from the Clerk	10p per page
Register of gifts and hospitality	Hard copy from the Clerk	10p per page

<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)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Parks, playing fields and recreation facilities	Website Hard copy from the Clerk	Free 10p per page
Seating, litter bins, clocks, memorials and lighting	Website Hard copy from the Clerk	Free 10p per page
Bus shelters	Hard copy from the Clerk	10p per page
Markets	N/A	
Public Conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fee (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

**Contact details:**

Langham Parish Clerk

The Gem, Nayland Road, Great Horkesley, Colchester, Essex, CO6 4HA T: 07837714615 E:clerk@langhamparishcouncil.co.uk

**Parish Council Noticeboard locations:**

- The Community Centre, School Road Langham
- The red telephone box, Dedham Road, Langham
- The junction of Moor Road and School Road Langham

**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 Cost</b>
<b>Disbursement cost</b>	Photocopying@ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

Information available under the ICO model publication scheme adopted by Langham Parish Council as shown below

Signed : ..... at: Langham Parish Council meeting  
Chairman Langham Parish Council Date: March 2024  
Agreed March 2024  
Review March 2025