



**RAMSEY & PARKESTON PARISH COUNCIL
FREEDOM OF INFORMATION POLICY**

This policy, in line with the Freedom of Information Act and approved by the Information Commissioner, as adopted by the Ramsey & Parkeston Parish Council.

Where indicated available 'On Request' please contact the Clerk of the Council to view the information Free of Charge or for hard copies of information that can be photocopied without breaching copyright laws.

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 Email: clerk@ramseyparkeston-pc.gov.uk
www.ramseyparkeston-pc.gov.uk;

Information available from Ramsey & Parkeston Parish Council under the model publication scheme

| Information to be published | How the information can be obtained |
|--|--|
| Class1 - Who we are and what we do | |
| Who's who on the Council and its Committees | Notice Boards/Website |
| Contact details for Parish Clerk and Council members | Notice Board/website |
| Class 2 – What we spend and how we spend it | |

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| Annual return form and report by auditor | On request* |
| Finalised budget | On request* |
| Precept | On request* |
| Financial Standing Orders and Regulations | On request* |
| Grants given and received | On request* |
| List of current contracts awarded and value of contract | On request* |
| Members' allowances and expenses | On request* |
| Class 3 – What our priorities are and how we are doing | |
| Parish Plan | On request* |
| Annual Report to Parish Meeting | On request* |
| Class 4 – How we make decisions | |
| Timetable of meetings | Notice Board/website |
| Agendas of meetings | Notice Boards |
| Minutes of meetings – N.B this will exclude information that is properly regarded as private to the meeting. | On request* |
| Reports presented to council meetings – N.B this will exclude information that is properly regarded as private to the meeting. | On request* |
| Responses to consultation papers | On request* |
| Responses to planning applications | On request* |
| Class 5 – Our policies and procedures | |
| Policies and procedures for the conduct of council business: | |
| Procedural standing orders | On request* |
| Code of Conduct | On request* |
| Policy statements | On request* |

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| Policies and procedures for the provision of services: Policies and procedures for handling requests for information Complaints procedures | On request* On request* |
| Records management policy | On request* |
| Data protection policy | On request* |
| Class 6 – Lists and Registers | |
| Assets Register | Available for inspection only |
| Register of members' interests | Available for inspection only |
| Register of gifts and hospitality | Available for inspection only |
| Class 7 – The services we offer | |
| Allotments | N/A |
| Burial grounds and closed churchyards | Available for inspection only |
| Burial fees | On Request* |
| Ramsey Street Lighting | On Request* |
| Landscaping Contract | On Request* |

SCHEDULE OF CHARGES

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

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|--------------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost 5p |
| | Photocopying @ 20p per sheet (colour) | Actual cost 10p |
| | Postage | Actual cost of Royal Mail standard 2 nd class |

Chairman: _____ Date: _____

Clerk/Responsible Officer: _____ Date: _____