

## FREEDOM OF INFORMATION

### Information available from Castle Hedingham Parish Council and Burials Board under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>  This will be current information only	Annual Report Website	
Who's who on the Council and its Committees	Noticeboards. Hard copy from Parish Clerk or Chairman.	Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Noticeboards. Website	Free
Location of main Council office and accessibility details	Not applicable.	
Staffing structure	Not applicable.	

<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>	<p>Website  Hard Copy from Parish Clerk.</p>	<p>10p per sheet</p>
<p>Annual return form and report by auditor</p>	<p>Hard Copy from Parish clerk.</p>	<p>As above</p>
<p>Finalised budget</p>	<p>Hard Copy from Parish Clerk.</p>	<p>As above.</p>
<p>Precept</p>	<p>Hard Copy from Parish Clerk.</p>	<p>As above.</p>
<p>Borrowing Approval letter</p>	<p>Hard Copy from Parish Clerk.</p>	<p>As above.</p>
<p>Financial Standing Orders and Regulations</p>	<p>Hard Copy from Parish Clerk.</p>	<p>As above.</p>
<p>Grants given and received</p>	<p>Hard Copy from Parish Clerk.</p>	<p>As above.</p>
<p>List of current contracts awarded and value of contract</p>	<p>Hard Copy from Parish Clerk.</p>	<p>As above.</p>
<p>Members' allowances and expenses</p>	<p>Hard copy from Parish Clerk.</p>	<p>As above.</p>

<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Not applicable.	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Annual Meeting in village, copies made available to all parishioners. Website	Free.
Quality status	Not applicable.	
Local charters drawn up in accordance with DCLG guidelines	Not applicable.	
<b>Class 4 – How we make decisions</b> Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Notice boards. Hard or electronic copies from Parish Clerk.	10p per sheet and/or free.
Agendas of meetings (as above)	Website Notice boards. Hard or electronic copies from Parish Clerk .	As above.
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website. Hard or electronic copies from Parish Clerk .	As above.
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard or electronic copies from Parish Clerk.	As above.
Responses to consultation papers	Hard or electronic copies from Parish Clerk.	As above.
Responses to planning applications	Hard or electronic copies	As above.

	from Parish Clerk.	
Bye-laws	Hard Copies from Parish clerk	As above.
<b>Class 5 – Our policies and procedures</b> Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Braintree District council policies & procedures are followed, information should be obtained from it.	Braintree District Council charges will apply.
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Braintree District Council policies & procedures are followed, information should be obtained from it.	As above.
Information security policy	Braintree District Council procedures followed, information should be obtained from it.	As above.
Records management policies (records retention, destruction and archive)	Braintree District Council procedures followed information should be	As above.

	obtained from it.	
Data protection policies	Braintree District Council procedures followed information should be obtained from it.	As above.
Schedule of charges for the publication of information.	Website Details from Parish Clerk.	Free.
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable.	
Assets Register	In annual accounts- available from Parish Clerk 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)	Not applicable.	
Register of members' interests	Parish Clerk- hard copy.	As above.
Register of gifts and hospitality	Parish Clerk- electronic or hard copy.	10p per sheet and/or free.

<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		
Allotments	Not applicable.	
Burial grounds and closed churchyards	Website Hard copies -Parish Clerk	10p per sheet/free
Community centres and village halls	Hard copies -Parish Clerk.	As above.
Parks, playing fields and recreational facilities	Hard copies- Parish Clerk.	As above.
Seating, litter bins, clocks, memorials and lighting	Hard copies- Parish Clerk	As above.
Bus shelters	Not applicable.	
Markets	Not applicable.	
Public conveniences	Hard copies- Parish Clerk.	As above.
Agency agreements	Not applicable.	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copies- Parish Clerk.	As above.

**Contact details: Parish Clerk:**

**Mrs Claire Waters**  
**25 Bayley Street**  
**CASTLE HEDINGHAM**  
**Essex**  
**CO9 3DG**  
**castlehedinghamparishclerk@gmail.com**  
**07845 056597**

## SCHEDULE OF CHARGES

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

Where ever possible information will be made free of charge. Documents made available electronically e.g by e- mail will be free. Any papers/documents held and available, may be inspected free of charge. Where copies are required the following charges will apply:

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10 p per sheet (black & white)	Actual cost *
	Photocopying @ 10 p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

\* the actual cost incurred by the public authority