

## Kelsale-cum-Carlton Parish Council Freedom of Information Policy – updated September 2020

Information available from Kelsale-cum-Carlton Parish Council under

The ICO Model Publication Scheme Version 1.2 - October

Information to be published	How the information can be obtained
<b>CLASS 1 – WHO ARE WE AND WHAT WE DO</b>	
Who's who on the Council and its Committees	Parish Council Website
Contact details for Parish Clerk and Council members (named contacts including telephone numbers and email addresses)	Parish Council Website
Staffing structure	Parish Clerk (RFO)
<b>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</b>	
Annual Return form and report by auditor	Hard copy on Village notice – board as per statutory requirement and Parish Council website
Internal Audit Documents	Hard copy – contact Parish Clerk
External Audit Documents	Hard copy – contact Parish Clerk
Finalised Budget	Hard copy – contact Parish Clerk
Precept	Parish Council Website
Financial Regulations/Standing Orders	Parish Council Website
Grants given and received	Parish Council Website
Current contracts awarded & value of contract	Parish Council Website
Members' allowances and expenses	Parish Council Website
<b>CLASS 3 – WHAT OUR PRIORITIES ARE &amp; HOW WE ARE DOING</b> (Parish projects, performance indicators)	
Strategies & Plans – please see Minutes of Parish Council Meetings	Parish Council Website for both current and previous minutes.
Annual Report to Parish Meeting	
<b>CLASS 4 – HOW WE MAKE DECISIONS</b> (processes & records)	
Timetable of Council meetings	Hard copy Village notice boards and Parish Council Website
Agendas of meetings	Hard copy Village notice boards and Parish Council Website
Reports presented to Council meetings	On Parish Council Website with Agenda
Minutes of meetings – excludes information that is properly regarded as private or of a commercially sensitive nature	Hard copy of last meeting on Village notice boards and Parish Council Website
Responses to consultation papers	Parish Council Website
Responses to Planning Applications	Minutes on Parish Council Website and via The Planning Portal
<b>CLASS 5 – OUR POLICIES AND PROCEDURES</b> (current documents for delivering our services and responsibilities)	
Standing orders	Parish Council Website
Code of Conduct	“
Register of members Interests (Link to East Suffolk Council)	“
	“

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Policy Statements	“
Internal Policies relating to the delivery of services and responsibilities –	“
1. Privacy Notice	“
2. Complaints	“
3. Freedom of Information	“
4. Safeguarding	“
5. Email, Internet & Social Media Use	“
6. GDPR Risk Assessment etc	“
7. Health & Safety	“
8. Equality & Diversity	“
9. Grievances	“
10. Disciplinary	“
<b>CLASS 6 – LISTS &amp; REGISTERS</b>	
Currently maintained lists and registers only	
Assets Register	Parish Council Website
Register of gifts and hospitality	Contact Parish Clerk
Register of Members Interests	Link on Parish Council Website to East Suffolk Councils Register
Disclosure Log	Contact Parish Clerk
<b>CLASS 7 – THE SERVICES WE OFFER</b>	
Parks, playing fields and recreational facilities	Contact Parish Clerk or Parish Council Website
Bus shelters	Contact Parish Clerk
Defibrillator in K6 phone box	“
Grit Bins	“
Dog Waste Bins	“
VAS Speed Sign	“
Benches	“
Post Office Unit in Village Hall Committee Room	“
Car Park (leased)	“
Signage	“
Quarterly Parish Newsletter	“
Website	“
<b>ADDITIONAL INFORMATION</b>	
As much information as possible will be published on the Website (not listed above) for transparency purposes.	Parish Council Website

Please note we try to make available the maximum amount of information at minimum inconvenience and cost to the public.

Material which is published and accessed via our website is free of charge.

Charges may be made for actual disbursements incurred as follow:

- Photocopying, black & white or colour based on actual cost incurred
- Postage based on actual cost incurred

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- If a charge is to be made, confirmation of the payment due will be given before the information is provided.

Please note that if the cost of retrieving and collating information is likely to exceed £450 (in staff time and disbursements) we can refuse your request.

Alternatively, we can work with you to agree to reduce the scope of the request such that it falls below the £450 limit.

If we agree to fulfil your original request once the £450 limit is exceeded, we will charge you by the hour at the Clerks current salary rate.

Contact Parish Clerk - for contact details see website.

Policy adopted at the Full Parish Council meeting September 2020

To be reviewed September 2021

Signed \_\_\_\_\_

Date \_\_\_\_\_