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Gosfield Parish Council

Publication Scheme & Freedom of Information

The Freedom of Information Act 2000 provides members of the public with basic rights of access to certain types of information. The documents are often available through the Gosfield Parish Council website. Where hard copies are required there is a charge detailed on the table below, and Gosfield Parish Council has 28 days to provide the relevant information.

Contact details:

Gosfield Parish Council
The Pavilion
Church Road
Gosfield, Halstead
Essex
CO9 1TL

Schedule of charges

Information to be published	How the information can be obtained	Cost (per side of A4)
Class 1 – Who we are and what we do (organisational Information, structures, locations and contacts)		
Councillors and its Committees	Website Hard Copy	FREE 30p
Contact details of Clerk and Council members Diane Jacob - Parish Clerk parishclerk@gosfieldparishcouncil.org Tel: 07907631172 Tricia Edwards – Chairman tricia.edwards@gosfieldparishcouncil.org	Website	FREE
Class 2 – what we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	Website Hard Copy	FREE .30p
Finalised Budget	Hard Copy	.30p

Precept	Hard Copy	.30p
Financial Regulations	Website Hard Copy	FREE .30p
Grants given and received	Hard Copy	.30p
Class 3 – what our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual report	Website Hard Copy	FREE .30p
Quality status	Hard Copy	.30p
Class 4 – how we make decisions (decision making processes and records of decisions current and previous council year as a minimum)		
Timetable of meetings	Website Hard Copy	FREE .30p
Agendas of meetings	Website Hard Copy	FREE .30p
Minutes of meetings	Website Hard Copy	FREE .30p
Class 5 – our policies and procedures (current written protocols, policies and procedures for delivering our services and responsibilities)		
Standing Orders	Website	FREE
Code of Conduct	Website	FREE
Policy Statements	Website	FREE
Equality and Diversity Policy	Website	FREE
Complaints procedure	Website	FREE
Health and Safety Policy	Website	FREE
Data Protection Policy	Website	FREE
Grievance & Disciplinary Policy	Website Hard Copy	FREE .30p
Class 6 – lists and registers		
Assets Register	Hard Copy	.30p
Register of member's interests	Website Hard Copy	FREE .30p
Class 7 – the service we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses (if applicable)		
Parks, Playing fields and recreational facilities	Hard Copy	.30p
Litter bins	Hard Copy	.30p

Re-Adopted
Date 11th May 2026
Minute reference 26/091 Item Y
Signed ……Chairman
Review Date: May 2027