

HIGH EASTER PARISH COUNCIL
FREEDOM OF INFORMATION & PUBLICATION SCHEME

What is Freedom of Information?

The Freedom of Information Act 2000 (FOI) gives people a general right of access to information held by public authorities including parish councils. Information held by public authorities should be available and accessible to everyone.

The act was introduced to help bring about a culture of openness within the public sector and give the public a better understanding of how authorities carry out their duties; why they make the decisions they do; and how they spend public money.

Every public authority has two main duties under the FOI act:

1. to adopt and maintain a publication scheme, overseen by an independent Information Commissioner, which sets out:
 - details of information it will routinely make available;
 - how the information can be obtained;
 - whether there is any charge for it.
2. to comply with all requests for information, unless there is an exemption from disclosure.

How do I make an FOI request?

If there is something you would like to know about the Council's activities and cannot find the information with reference to the publication scheme below, you can submit your request to the clerk, contact details below.

All requests must provide a valid email or postal address for us to reply to.

When you submit your request, give as much detail as possible to help us correctly identify the information you are seeking. If we do need more detail from you to identify the information, we will contact you.

How long does it take?

We have 20 working days to respond. We will advise you if we are likely to need to extend the time.

Exceptions and exemptions

There are legal reasons why information may not be released to you. These are known as exceptions/exemptions. If we do not release information to you because an exception/exemptions applies we will explain why.

Charges

No charge is made for providing information electronically. If hard copies are required the cost is 20p per sheet plus postage (if required).

Publication Scheme

In accordance with the Freedom of Information Act the Council makes the following information available.

Information held by a High Easter Parish Council that is not published under this scheme can be requested in writing from the Clerk as outlined above.

- The village website address is <https://www.essexinfo.net/higheaster>
- The Council's notice board is on the bus shelter adjacent to Gepps Close
- The clerk can be contacted at parishclerkallisonward@gmail.com, at Peartree Cottage, Slough Road, High Easter, Essex CM1 4RD

What is available?	Where can I get it from?
<p>Class1 – Who's on the Council & what does it do?</p> <p>Who's who on the Council Contact details for Parish Clerk and Council members</p>	<p>Website or Parish Clerk Website or Parish Clerk</p>
<p>Class 2 – What does the Council spend and how?</p> <p>Annual return form and report by auditor Finalised budget Precept Financial Standing Orders and Regulations Grants given and received List of current contracts awarded and value of contract</p>	<p>Website or Parish Clerk Parish Clerk Parish Clerk Website or Parish Clerk Parish Clerk Parish Clerk</p>
<p>Class 3 – What our priorities are and how we are doing?</p> <p>Annual Report to Parish Meeting</p>	<p>Website or Parish Clerk</p>
<p>Class 4 – How does the Council make decisions?</p> <p>Meeting minutes Timetable of meetings Agendas of meetings Reports presented to council meetings Responses to consultation papers Responses to planning applications</p>	<p>Website or Parish Clerk Website or Parish Clerk Website or Parish Clerk Parish Clerk Parish Clerk Parish Clerk</p>

<p>Class 5 – Our policies and procedures</p> <p>Standing orders Financial Regulations Code of Conduct Complaints Procedure Privacy Policy Grants Policy</p>	<p>Website or Parish Clerk Website or Parish Clerk Website or Parish Clerk Website or Parish Clerk Website or Parish Clerk Website or Parish Clerk</p>
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What is available?	Where can I get it from?
<p>Class 6 – Lists and Registers</p> <p>Asset Register Register of members’ interests</p>	<p>Parish Clerk Website or Parish Clerk</p>
<p>Class 7 – The services we offer</p> <p>Village hall car park Playing field and play area Jubilee Meadow Bus Shelter – Gepps Close</p>	<p>Parish Clerk Parish Clerk Parish Clerk Parish Clerk</p>

Date of policy: March 2023

Approving committee: Parish Council meeting on 6th March 2023

Reviewed date: 13th April 2026

Date for next review: 13th April 2027