

Theydon Mount Parish Council

Freedom of Information Publication Scheme

Approved 16th September 2021, Reviewed 16th May 2022

Date of next review May 2023

Theydon Mount Parish Council

(Freedom of Information Act 2000)

The purpose of this Publication Scheme, part of the Freedom of Information Act, 2000, is to make available to the public information on the responsibilities and working of local councils in a straightforward and easily accessible format. It has been prepared and approved by the Information Commissioner. This publication scheme commits Theydon Mount Parish Council to make information available to the public as part of it's normal business activities.

Information to be published	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	(hard copy or website)
Who's who on the Parish Council	W
Contact details for the Parish Clerk and Council members (named contacts where possible with telephone number and email address if used)	W
Staffing structure	N/A

Class 2 – What we spend and how we spend it	(hard copy or website)
Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit	
Annual return form	W
Report by Auditor	W
Finalised budget and Precept	H
Financial Standing Orders and Regulations	W
Grants given	H
Current contracts	H
Members' allowances and expenses	N/A

Class 3 – What our priorities are and how we are doing	(hard copy or website)
Strategies and plans, performance indicators, audits, inspections and reviews	
Annual Report to Parish Meeting	H

Class 4 – How we make decisions	(hard copy or website)
Decision making processes and records of decisions	
Timetable of meetings	W
Agendas of meetings	W
Minutes of meetings (n.b. this will exclude information that is properly regarded as private to the meeting)	W
Reports presented to council meetings	H
Responses to consultation papers	H
Responses to planning applications (available on EFDC planning portal)	H

Class 5 – Our policies and procedures	(hard copy or website)
Current written protocols, policies and procedures for delivering our services and responsibilities	
Code of Conduct Standing Orders Financial Regulations Freedom of Information Data Protection (GDPR) Annual Risk Assessment	W/H

Class 6 – Lists and Registers	(hard copy or website; some information may only be available by inspection)
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)	
Assets register	H
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)	
Register of members' interests	W/H
Register of gifts and hospitality	H

Additional Information

This will provide Councils with the opportunity to publish information that is not itemised in the lists above

Contact details:

A large amount of information is freely available on the Parish website:-

<https://e-voice.org.uk/theydonmountparishcouncil/>

If you are unable to find the information you're looking for, you can request the information directly from the Parish Clerk at:-

Theydon Mount Parish Council
c/o 11 Mount End
Theydon Mount
Essex
CM16 7PS
Email – theydonmountparishcouncil@gmail.com
Tel:- 07946 667476

Schedule of Charges

If you would like to request a hardcopy, charging applies as follows:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 25p per sheet	Subject to a minimum charge of £2.50
	Postage & Packing	Actual cost of Royal Mail 2 nd

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