**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.

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| **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 |

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

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| **Class 4 – How we make decisions**  Decision making processes and records of decisions | (hard copy or website) |
| 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 |
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| **Class 5 – Our policies and procedures**  Current written protocols, policies and procedures for delivering our services and responsibilities | (hard copy or website) |
| Code of Conduct  Standing Orders  Financial Regulations  Freedom of Information  Data Protection (GDPR)  Annual Risk Assessment | W/H |

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| **Class 6 – Lists and Registers**  Currently maintained lists and registers only | (hard copy or website; some information may only be available by inspection) | |
| 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 | |
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| **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 fromthe Parish Clerk at:-

Theydon Mount Parish Council

c/o 11 Mount End

Theydon Mount

Essex

CM16 7PS

Email – [theydonmountparishcouncil@gmail.com](mailto:theydonmountparishcouncil@gmail.com)

Tel:- 07946 667476

**Schedule of Charges**

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

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| **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 2nd classClassClasscstandard 2nd class |