

Kelvedon Parish Council

FREEDOM OF INFORMATION POLICY PUBLICATION SCHEME

Approved: December 2020
Review due: December 2022

Kelvedon Parish Council

Information available from Kelvedon Parish Council under the Model Publication Scheme

All information will be released subject to the Freedom of Information Act 2000, the Data Protection Act 2018 and General Data Protection Regulations 2018.

A freedom of information (FOI) request can be made either by email or letter. However please ensure that the information you need is not already provided on our website. A guide to making an FOI request can be found here: <https://www.gov.uk/make-a-freedom-of-information-request/how-to-make-an-foi-request>

To request a copy of the information that the Parish Council holds about you, please refer to the following government guidance:

<https://www.gov.uk/data-protection/find-out-what-data-an-organisation-has-about-you>

If you need to make a request, please contact the Clerk and it will be progressed according to our Subject Access Request Policy, which can be found on our website:

<https://www.kelvedon.org.uk/data-protection/>

Information to be published	How the information can be obtained
Class 1- Who We Are	
Parish Councillor names and contact	Website
Contact details for the Parish Clerk	Website
Class 2- What We Spend and How We Spend It	
Latest Annual Return form and report by auditor.	Website
Finalised budget	Website
Precept	Website
Financial Regulations	Website
Grants given and received.	Upon request
List of current contracts awarded and value of contract.	Upon request
Members Allowances and expenses	Upon request
<i>Previous years for all of the above</i>	<i>Upon request</i>
Class 3- What Our Priorities Are and How We Are Doing	
Annual Report to Parish Assembly	Website
Class 4- How We Make Decisions	
Meeting Dates	Website
Agendas of all meetings	Website
Minutes of meetings	Website
Reports presented to the Council meetings	Website or on request
Responses to consultation papers	Website or on request
Responses to planning applications	BDC* website
Class 5- Our Policies and Procedures	
Policies and procedures for the conduct of council business: <i>Current information only</i>	
Standing Orders	Website
Code of Conduct	Website

Complaints Procedure	Website
Policies	Website or on request
Schedule of Charges to the publication of information	Website - this document (see below)
Class 6- Lists and Registers	
<i>Current lists and registers only</i>	
Assets register	Website
Register of members interests	Website/BDC* website
Register of gifts and hospitality	Upon request
Operational and Financial Risk Assessment	Website
Class 7- The Services we Offer	
Details of services we offer	Website or on request
SCHEDULE OF CHARGES –	
Where the requestor does not have recourse to view the required document online	Up to 10 pages free Over 10 pages – price on application
Postage and packing	Actual cost

**BDC: Braintree District Council*

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