



**RAMSEY & PARKESTON PARISH COUNCIL  
FREEDOM OF INFORMATION POLICY**

This policy, in line with the Freedom of Information Act and approved by the Information Commissioner, adopted by the Ramsey & Parkeston Parish Council on 12<sup>th</sup> May 2011, supersedes any Freedom of Information Policy previously adopted by the Ramsey & Parkeston Parish Council.

The Ramsey & Parkeston Parish Council are in the process in building their website: [www.ramseyparkeson-pc.gov.uk](http://www.ramseyparkeson-pc.gov.uk); once live the following information marked \* will be issued on the website free of charge.

Where indicated available 'On Request' please contact the Clerk of the Council to view the information Free of Charge or for hard copies of information that can be photocopied without breaching copyright laws.

Mrs L Keating            1 Adelaide Street, Parkeston, Essex CO12 4PL  
Telephone: 01255 502616  
Email: [clerk@ramseyparkeston-pc.gov.uk](mailto:clerk@ramseyparkeston-pc.gov.uk)

**Information available from Ramsey & Parkeston Parish Council under the model publication scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>
<b>Class1 - Who we are and what we do</b>	
Who's who on the Council and its Committees	Notice Boards*
Contact details for Parish Clerk and Council members	Notice Boards*

<b>Class 2 – What we spend and how we spend it</b>	
Annual return form and report by auditor	On request*
Finalised budget	On request*
Precept	On request*
Financial Standing Orders and Regulations	On request*
Grants given and received	On request*
List of current contracts awarded and value of contract	On request*
Members' allowances and expenses	On request*

<b>Class 3 – What our priorities are and how we are doing</b>	
Parish Plan	On request*
Annual Report to Parish Meeting	On request*

<b>Class 4 – How we make decisions</b>	
Timetable of meetings	Notice Boards*
Agendas of meetings	Notice Boards*
Minutes of meetings – N.B this will exclude information that is properly regarded as private to the meeting.	On request*
Reports presented to council meetings – N.B this will exclude information that is properly regarded as private to the meeting.	On request*
Responses to consultation papers	On request*
Responses to planning applications	On request*

<b>Class 5 – Our policies and procedures</b>	
Policies and procedures for the conduct of council business:	
Procedural standing orders	On request*
Code of Conduct	On request*
Policy statements	On request*
Policies and procedures for the provision of services:	
Policies and procedures for handling requests for information	On request*
Complaints procedures	On request*

Records management policy	On request*
Data protection policy	On request*

<b>Class 6 – Lists and Registers</b>	
Assets Register	Available for inspection only
Register of members' interests	Available for inspection only
Register of gifts and hospitality	Available for inspection only

<b>Class 7 – The services we offer</b>	
Allotments	N/A
Burial grounds and closed churchyards	Available for inspection only
Burial fees	On Request*
Ramsey Street Lighting	On Request*
Landscaping Contract	On Request*

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost 5p
	Photocopying @ 20p per sheet (colour)	Actual cost 10p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Chairman: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk/Responsible Officer: \_\_\_\_\_ Date: \_\_\_\_\_

RPPC V.05-2011 4

Original Signed by the Chairman and Proper Officer at the Annual Meeting of the Ramsey & Parkeston Parish Council held on Thursday 12<sup>th</sup> May 2011

Reviewed 5<sup>th</sup> May 2016 – No Change