

# Freedom of Information

The Parish Council has formally adopted the following policy relating to Freedom of Information. This makes clear our continuing commitment to an open administration and record keeping.

## **How to obtain information available from Blackmore, Hook End & Wyatts Green Parish Council under the adopted scheme....**

**1. Who we are and what we do:** See website, write, telephone, email, notice boards, or visit the office

Organisational information and contacts: <https://e-voice.org.uk/blackmorepc>

Who is on the Parish Council/Committees: See website, notice boards, call/visit the office

Contact details: Parish Clerk: Susan Clapham

Tel: 01277-822421

Email: [clerk@blackmorepc.co.uk](mailto:clerk@blackmorepc.co.uk)

Chairman and Councillor contact details: See website, notice boards or call/visit the office

Location of main office and accessibility: Parish Office:

Tipps Cross Remembrance Hall, Blackmore Road, Hook End, Brentwood, Essex. CM15 0DT.

Wheelchair access available.

Staffing structure: Parish Clerk

Responsible Financial Officer (RFO)

## **2. What we spend and how we spend it:**

Current and previous financial year as a minimum

Annual Return form and report by auditor: In office or published as required by legislation

Finalised budget: In office or published as required by legislation

Precept: In office or published as required by legislation

Financial Standing Orders and Regulations: In office

Grants given and received: In office

## **3. What our priorities are and how we are doing**

Annual Report to Parish or Community Meeting (current and previous year as a minimum): In office

#### **4. How we make decisions**

Timetable of meetings (Council, committee/sub-committee On website, notice boards (monthly) and parish office

Meetings and parish meetings)

Agendas of meetings (as above): At meeting or issued in accordance with legislation

Minutes of meetings (as above) – (*This will exclude information that is properly regarded as private to the meeting*): In office

Reports presented to Council meetings – (*This will exclude Information that is properly regarded as private to the meeting*): In office

Responses to consultation papers: In office

Responses to planning applications: In office

Bye-laws: In office

#### **5. Our Policies and Procedures**

Policies and Procedures for the conduct of Council business:

Procedural Standing Orders: Available for inspection in office

Committee and sub-committee terms of reference : Available for inspection in office

Code of Conduct Adopted: latest national code of conduct

Policies and Procedures about:

The employment of staff; NALC standards apply

Policies and procedures for handling requests for information: Please contact the Clerk

Complaints Procedure: In office

Information Security Policy: Key holders schedule in office

2.

Records management policies (records retention, destruction and archive): As per legislation

Data protection policies: As per legislation

Schedule of charges (for the publication of information): See attached appendix 'schedule of charges' – held in office

#### **6. Lists and Registers**

Allotment Tenants: Allotment register in office

Parish room/village hall rental bookings: Schedule in office

Assets Register: Available for inspection in office

Register of members interests: Available for inspection in office and online

Register of gifts and hospitality: Available for inspection in office

#### **7. The services we offer:**

Role of the Parish Council and the Councillors: Available in the office

Allotments Notice: on notice boards and website

Community centres and village halls: On website and available in the office

Parks, Playing fields and recreational facilities: On website and in the office

A summary of services for which the Council is entitled to

Recover a fee, together with those fees (e.g. allotments): In office

**Additional Information**

Parish Boundary: A4 map available from office

Grant Policy: Available for inspection in office

Footpaths Map: available for inspection in office

**Contact Details:**

For information pertaining to any of the above: please contact the Clerk.