

TOLLESHUNT KNIGHTS PARISH COUNCIL

Freedom of Information Act – Publication Scheme

This Publication Scheme has been approved by the Information Commissioner. It commits Tolleshunt Knights Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information given below, where this information is held by the Parish Council.

Information held by the Parish Council will be published or made available as a matter of routine. The methods by which this is done are specified below.

The Parish Council notice board is situated at the end of the Village Hall drive in Top Road Tolleshunt Knights.

	Website	Hard copy	Notice board
Who the Council is and what it does			
Council structure, Councillors' details, contact details	x	x	x
What the Council spends and how it spends it			
End of year accounts	x	x	
Internal auditor's report	x	x	
Notice of audit and right to inspect accounts	x	x	x
Notice of conclusion of audit	x	x	x
Yearly budget and precept demand	x	x	
The Council's Financial Regulations	x	x	
What the Council's priorities are and how it is doing			
Annual Parish Council report	x	x	
Responses to consultation documents (in Minutes)	x	x	
How the Council makes decisions			
Timetable of meetings	x	x	x
Agendas for all Council meetings	x	x	x
Minutes of all Council meetings open to the public (excluding information that is properly regarded as private to the meeting)	x	x	
Reports presented to the Council when open to the public		x	
Responses to planning applications (included in Minutes)	x	x	
Records of the Parish Assembly (Parish meeting)	x	x	
The Council's policies and procedures			
Standing Orders	x	x	
Complaints Procedure	x	x	
Publication Scheme	x	x	
Lists and registers			
Information held in Registers required by law and other lists and registers relating to the function of the Council:			
Assets Register	x	x	
Register of Councillors' Interests	x	x	

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act
- Information in draft form
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons

Methods by which information published under the Scheme will be made available:

- Where it is within the Council's capability, it will be published on the Council's web site
- Where it is impracticable to make information available on the web site, or if an individual does not wish to access the information via the website, hard copies can be requested, or an appointment made with the clerk prior to the monthly meeting to view the requested information immediately before the Council's monthly meeting and within a reasonable time scale.

Charges which may be made for information published as a hard copy under this scheme:

Material which is published and accessed on the web site will be provided free of charge. Charges will be made for hard copies of information, to cover photocopying and postage and packing. If a charge is to be made, confirmation of the payment due will be given before the information is provided.

This Publication Scheme was adopted by the Parish Council at its meeting held on 21st November 2016.