

# The Orchards' and Margaret Marsh Parish Council (Group)

## Freedom of Information Policy

Information available from The Orchards' and Margaret Marsh Parish Council (Group) under the Model Publication Scheme adopted at the meeting of the Council 15<sup>th</sup> February 2022

<b>Information to be published</b>	<b>How this information can be obtained</b>
<b>Class 1 – Who we are and what we do</b>	
Contact details for the Parish Clerk	Parish Council Noticeboards Parish Council website Hard copy from Clerk
Parish Council membership	Parish Council Noticeboards Parish Council website Hard copy from Clerk
Staffing Structure	One Employee - Clerk
<b>Class 2 – What we spend and how we spend it</b>	
Annual return form	Website Hard copy from Clerk
Internal Auditor's report	Website Hard copy from Clerk
Annual Precept	Website Hard copy from Clerk
Annual Accounts	Website Hard copy from Clerk
Financial Regulations	Website Hard copy from Clerk
Grants Awards	Hard copy from Clerk
<b>Class 3 – What our priorities are and how we are doing</b>	
Annual Report to Parish Meeting	Hard copy from Clerk
<b>Class 4 – How we make decisions</b>	
Agendas for meetings	Parish Council Noticeboards Parish Council website Hard copy from Clerk
Minutes of meetings – excluding any information that is properly regarded as private to the meeting.	Parish Council website Hard copy from Clerk

Reports presented to Parish Council meetings - excluding any information that is properly regarded as private to the meeting.	Parish Council website Hard copy from Clerk
Responses to consultation papers	Parish Council website Hard copy from Clerk
Responses to planning applications	Parish Council website Hard copy from Clerk
<b>Class 5 – Our Policies and Procedures</b>	
Code of Conduct	Parish Council website Hard copy from Clerk
Standing Orders and Financial Regulations	Parish Council website Hard copy from Clerk
Information Security (Data Protection) Policy	Parish Council website Hard copy from Clerk
Complaints procedures (including those covering requests for information and operating the publication scheme)	Parish Council website Hard copy from Clerk
Risk Assessment	Parish Council website Hard copy from Clerk
Co-option of Councillors Policy	Parish Council website Hard copy from Clerk
<b>Class 6 – Lists and Registers</b>	
Asset Register	Parish Council website Hard copy from Clerk
<b>Class 7 – Services Provided</b>	
Litter clearance by Parish Wardens	Hard copy from Clerk
Maintenance of Parish Council owned outside benches	Hard copy from Clerk
Maintenance of Parish Council owned noticeboards	Hard copy from Clerk

## SCHEDULE OF CHARGES

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

\* The actual cost incurred by the public authority

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