



# Rivenhall Parish Council

SERVING THE COMMUNITIES OF RIVENHALL AND RIVENHALL END IN THE BRAINTREE DISTRICT  
IN THE COUNTY OF ESSEX

CLERK TO THE PARISH COUNCIL

Mr Keith P. Taylor

23 Mersey Road

WITHAM

Essex CM8 1LL

Tel: (01376) 516975

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

## **FREEDOM OF INFORMATION ACT - PUBLICATION SCHEME.**

This publication scheme commits Rivenhall Parish Council to make information readily available to the public as part of its normal business activities.

The information covered is included in the classes of information mentioned below, where this information is held by the Parish Council.

### **This scheme commits Rivenhall Parish Council to:**

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Parish Council and falls within the below mentioned classifications.
- Specify the information, which is held by the Parish Council and falls within the classifications shown below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the Parish Council makes available under this scheme.
- Produce a schedule of any fees charged for access to information, which is made available.
- Make this publication scheme available to the public.

### **Classes of information.**

#### **Who we are and what we do:**

Organisational information, structures, locations and contacts:

- Council structure
- Councillor's details
- Staffing structure
- Location
- Contact details

(All the above may be accessed via the Parish Council Website)

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

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts:

- Annual Return Form
  - Auditor's Reports
  - Budget calculations and Precept demand
  - Councillor's allowances and expenses
  - Grants made
  - Current contracts
- (All the above are available in paper format)
- Financial Regulations  
(Financial Regulations may be accessed via the Parish Council's Website)

**What our priorities are and how we measure up:**

Strategy and performance information, plans, assessments, inspections and reviews:

- Annual Reports
  - Quality Council status
  - Local Charters
  - Responses to consultation documents
- (All the above may be accessed via the Parish Council Website)

**How we make decisions:**

Policy proposals and decisions, decision making processes, internal criteria and procedures and consultations:

- Timetable of meetings
- Agendas and minutes of all Council meetings open to the public
- Record of the Annual Parish Assembly (Parish Meeting)  
(The above may be accessed via the Parish Council Website)
- Responses to Planning Applications
- Reports presented to the Council when open to the public  
(The above are available in paper format and via email)

**Our policies and procedures:**

Current written protocols for delivering Council functions and responsibilities:

- Standing Orders and Financial Regulations
  - Equal opportunities
  - Complaints Procedure
  - Code of Conduct
- (The above may be accessed via the Parish Council Website)

**Lists and registers:**

Information held in registers required by law and other lists and registers relating to the functions of the Parish Council:

- Assets Register
  - Register of Members' Interests
- (The above are readily available for personal inspection)

**The services we offer:**

Information about the services we offer:

- Installation and maintenance of seats, litter/dog bins, notice boards and village signs

- Litter picking and grass verge maintenance within the Parish  
(Both available via email)

**The classes of information will not generally include the following:**

- Information, the disclosure of which, is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- 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 this scheme will be made available:**

- Where it is within our capability, information will be published on our website
- Where it is impracticable to make information available on our website, or if an individual does not wish to access the information via the website, hard copies can be requested, or an appointment made to view the requested information at a mutually convenient date, time and location within a reasonable timescale.
- Information will be provided in the language in which it is held or in such other language that is legally required.
- Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

**Charges which may be made for information published under this scheme:**

- The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Parish Council for routinely published material will be justified, transparent and kept to a minimum.
- Material which is published and accessed via the Council's website will be provided free of charge.
- Charges may be made for information subject to a charging stratagem specified by Parliament.
- Charges may be made for actual disbursements incurred such a photocopying, postage and packing and the costs directly incurred as a result of viewing information.
- Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances (including the general principles of the right of access to information held by public authorities) justified and are in accordance with a published schedule of fees, which is readily available to the public.
- If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

**Written requests:**

- Information held by the Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### Schedule of Charges:

Disbursement cost:	Photocopying @ 50p per sheet (black on white). Postage at actual cost of Royal Mail standard 2 <sup>nd</sup> class.
Statutory Fee:	In accordance with the relevant legislation.
Other:	Actual cost of relevant printed documents.