

# TAKELEY PARISH COUNCIL

## FREEDOM OF INFORMATION PUBLICATION SCHEME

### Application for documents:

Applications to be made to Jackie Deane, Parish Clerk, during working hours Mondays-Thursdays.

The Old School Community Centre, Brewers End, Takeley CM22 6SB

Email: [clerk@takeley-pc.gov.uk](mailto:clerk@takeley-pc.gov.uk) Mob: 07493 686668

INFORMATION TO BE PUBLISHED	Hard Copy	Website	Notice Board	Comments Copies can also be inspected in the Council office (by appointment)
<b>Council practices &amp; procedures</b>				
Contacts	x	x	x	
Meeting Schedule	x	x		
Meeting Agenda	x	x	x	
Meeting Minutes	x	x		Minute Book (includes planning application decisions, committee agendas and minutes)
Members Acceptance of Office	x			These can be inspected online via UDC website
Members' Registers of Interests	x			
Members' Code of Conduct	x			UDC website - Code of Conduct
Standing Orders & Financial Regulations	x	x		
Councillors' Remuneration Policy	x			
Complaints Procedure	x	x		
Public Consultations	x	x		Notified via agenda & minutes
Parish Council correspondence	x			Application to the Clerk
<b>Freedom of Information</b>				
Freedom of Information requests and Subject Access requests – contact the Clerk by email				
<b>Financial</b>				
Annual Precept figure	x	x		
Payments to contractors & suppliers	x	x		These can be inspected at the Council office by appointment.
Annual Accounts Summary & supporting information	x			These can be inspected at the Council office by appointment.
Expenditure v Budgets Summary	x	x		
Financial Regulations	x	x		
Risk Assessment	x			This can be inspected at the Council office by appointment.
<b>Planning</b>				
Summary lists of planning applications	x	x	x	Planning Committee agenda and minutes and UDC website.
Individual planning applications responses.	x			UDC website and available from the Council office by appointment.

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The adopted and draft Local Plan	×			UDC website and available from the Council office by appointment.
<b>Health and Safety</b>				
Playground inspection records	×			These can be inspected at the Council office by appointment.
<b>Archived Material</b>				
Byelaws Minute Books Leases and Deeds Historic maps, photographs etc.	×			Archived documents may be stored with a third party (Essex Records Office, Solicitors etc.) Requests will be received via the Clerk.
<b>Employee Information</b>				
Terms and conditions of employment	×			Can be inspected in the Council Office by appointment
Job descriptions	×			

### Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interest)

Personal information relating to employees, tenders and bids from contractors and suppliers.

Note: Data Protection Legislation prohibits the publication of certain categories of information.

CHARGING POLICY		
Type of information	Delivery	Charge
Electronic Copies	Emailed	free of charge
Hard Copies	Posted. Up to 10 pages & £3 postage	free of charge
Hard Copies	Each A4 sheet (over 10 sheets)	10p per sheet
Postage	Over £3	Charged at cost over £3
Clerk Time	An inquiry that requires retrieval of archived information and takes in excess of 15mins of Clerk time will be charged at the current hourly rate of pay for the Clerk to the nearest 15mins	Clerks time @ hourly rate