

FREEDOM OF INFORMATION ACT 2000

As well as responding to requests for information, the Parish Council is committed to publishing information proactively. The Freedom of Information Act 2000 requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme. The scheme sets out the Council's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

Below is the Parish Council scheme which follows the model version provided and approved by the ICO.

Should you require information which does not appear to be covered by the scheme and not listed below then please do not hesitate to request it from the Parish Clerk whose contact details can also be found below.

Information to be Published	How the Information can be Obtained	Cost
Class 1 - Who We Are and What We Do (Organisational information, structures, locations and contacts) This will be current information only. Some Council information is readily available on the Parish Council Web Page on the Cockfield Village Web site: www.cockfield.org.uk/parish-council Otherwise, please contact the Parish Clerk, Cockfield Parish Council, Green Ridge, Howe Lane, Cockfield, Bury St Edmunds, Suffolk. IP30 0HA (01284 828987; parish.council@cockfield.org.uk).		
Who's who on the Council and its Committees.	<ul style="list-style-type: none">• Cockfield Village Web site;• Hard copy from the Parish Clerk.	Free. 10p per side of A4 paper for hard

		copy.
Contact details for Parish Clerk (Postal address, telephone number and e-mail address).	<ul style="list-style-type: none"> • Cockfield Village Web site; • Parish Council noticeboard (Village Hall); • Hard copy from the Parish Clerk. 	Free. Free. 10p per side of A4 paper for hard copy.
Location of main Council office and accessibility details.	The Parish Clerk works from home - there is no Council office as such.	
Staffing structure.	The only employee is the Parish Clerk. Details available from the Parish Clerk.	Free.
Class 2 - What We Spend and How We Spend It (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum.		
Annual return form and report by auditor.	<ul style="list-style-type: none"> • Cockfield Village Web site for 2017-2018 and after; • Hard copy from the Parish Clerk for the last seven years. 	Free. 10p per side of A4 paper for hard copy.
Finalised budget.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Precept. <i>NB: Also published in Council minutes.</i>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.

Borrowing Approval letter.	Not Applicable.	
Financial Standing Orders and Regulations.	<ul style="list-style-type: none"> Cockfield Village Web site; Hard copy from the Parish Clerk. 	Free 10p per side of A4 paper for hard copy.
Grants given and received. <i>NB: Also published in Council minutes.</i>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
List of current contracts awarded and value of contract.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Members' allowances and expenses.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Payments and receipts <i>NB: Also published in Council minutes.</i>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Class 3 - What Our Priorities Are and How We Are Doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum.		
Parish Plan (current and previous year as a minimum).	Not applicable.	
Annual Report to Parish Meeting (current and previous year as a minimum).	<ul style="list-style-type: none"> Cockfield Village Web site Hard copy from the Parish Clerk. 	Free. 10p per side of A4 paper for hard copy.
Quality status.	Not applicable.	
Local charters drawn up in accordance with DCLG guidelines.	Not applicable.	

<p>Class 4 - How We Make Decisions (Decision making processes and records of decisions)</p> <p>Current and previous Council year as a minimum.</p>		
<p>Timetable of meetings (Council and Annual Parish Meetings).</p>	<ul style="list-style-type: none"> • Parish Council notice board (Village Hall); • "Green Links" (Monthly Village magazine); • Hard copy from the Parish Clerk. 	<p>Free.</p> <p>Green Links subscription. 10p per side of A4 paper for hard copy.</p>
<p>Agendas of meetings (as above).</p>	<ul style="list-style-type: none"> • Cockfield Village Web site; • Parish Council notice board (village hall) • Hard copy from the Parish Clerk. 	<p>Free. Free</p> <p>10p per side of A4 paper for hard copy.</p>
<p>Minutes of meetings (as above) – NB: excluding any information which may be properly regarded as private to the meeting.</p>	<p>Hard copy from the Parish Clerk.</p>	<p>10p per side of A4 paper for hard copy.</p>
<p>Notes of Parish Council Meetings and Approved Planning Application Details</p>	<ul style="list-style-type: none"> • Cockfield Village Web site; • "Green Links" (Monthly Village Magazine) 	<p>Free. Green Links subscription.</p>
<p>Reports presented to Council meetings – NB: excluding any information which may be properly regarded as confidential to the meeting.</p>	<p>Hard copy from the Parish Clerk.</p>	<p>10p per side of A4 paper for hard copy.</p>
<p>Responses to consultation papers. <i>NB: Also published in Council minutes.</i></p>	<p>Hard copy from the Parish Clerk.</p>	<p>10p per side of A4 paper for hard copy.</p>

Responses to planning applications. <i>NB: Also published in Council minutes.</i>	<ul style="list-style-type: none"> • Via Babergh District Council Website Planning Portal; • Within Council minutes available as hard copy from Parish Clerk. 	Free. 10p per side of A4 paper for hard copy.
Bye-laws.	Not applicable.	
Class 5 - Our Policies and Procedures		
(Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only.		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> ◆ Procedural standing orders. ◆ Committee and sub-committee terms of reference. ◆ Delegated authority in respect of officers. ◆ Code of Conduct. ◆ Policy statements. ◆ Protocols. 	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
<ul style="list-style-type: none"> ◆ Health and safety policy. ◆ Policies and procedures for handling requests for information (This Publication Scheme, Data and Records Retention Policy). ◆ Complaints procedures (including those covering requests for information and operating the publication scheme). 	Hard copy from Parish Clerk. Data Protection Policy	10p per side of A4 paper for hard copy.
Data protection policies: <ul style="list-style-type: none"> ◆ Data Protection Policy ◆ Privacy Policy. ◆ Privacy Consent Form ◆ Data and Records Retention Policy 	<ul style="list-style-type: none"> • Cockfield Village Web site; • Hard copy from the Parish Clerk. 	Free. 10p per side of A4 paper for hard copy.
Schedule of charges (for the publication of information). This Publication Scheme.	<ul style="list-style-type: none"> • Cockfield Village Web site; • Hard copy from the Parish 	

	Clerk.	
Class 6 - Lists and Registers		
Currently maintained lists and registers only.		
Any publicly available register or list - including burial and grave registers.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Assets register.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Disclosure log (indicating the information that has been provided in response to requests).	Not applicable.	
Register of members' interests.	Held by Babergh District Council and available via the 'Council & Democracy' pages on its Web site: http://www.midsuffolk.gov.uk/council-business/council-and-democracy/ .	Free.
Register of gifts and hospitality.	Hard copy from the Parish Clerk.	Free.
Class 7 - The Services We Offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only.		
Allotments.	Not applicable.	
Burial grounds.	Information available from the Parish Clerk.	Free.

Sports Pavilion.	Information available from the Parish Clerk.	Free.
Parks, playing fields and recreational facilities.	Information available from the Parish Clerk.	Free.
Seating, litter bins, clocks, memorials and lighting.	Information available from the Parish Clerk.	Free.
Bus shelters.	Information available from the Parish Clerk.	Free.
Markets.	Not applicable.	
Public conveniences.	Not applicable.	
Agency agreements.	Not applicable.	
Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees).	Information available from the Parish Clerk.	Free.
Additional Information		
Formal requests for information under the Freedom of Information Act 2000.	Information available from the Parish Clerk on application	Free but charges made for any disbursements (as specified below).
Formal requests for information under the Environmental Information Regulations 2004.	Information available from the Parish Clerk on application	Free but charges made for any disbursements (as specified below).

Contact Details:

Steve Ball, Parish Clerk
Cockfield Parish Council
Green Ridge, Howe Lane, Cockfield, Bury St Edmunds IP30 0HA
Tel.: 01284 828987
E-Mail: parish.council@cockfield.org.uk
Cockfield Village Web Site: www.cockfield.org.uk/parish-council
Parish Council Noticeboard: Village Hall, Church Lane, Cockfield.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and is published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @ 10p per side of A4 paper for hard copy - black & white.	Actual cost including paper, ink and staff time.
	Photocopying @ 15p per side of A4 paper for hard copy - colour.	Actual cost including paper, ink and staff time.
	Postage - current cost of Royal Mail second-class stamp.	Actual cost of Royal Mail standard second-class postage.
Statutory Fee	Recovery of any costs associated with prevailing legislation.	In accordance with the relevant legislation.
Other	Recovery of any reasonable costs incurred.	Recovery of any reasonable costs incurred.

**Publication Scheme adopted by Cockfield Parish Council 31/05/2018
Minute 2018/044**