

## **Theberton and Eastbridge Parish Council**

### **Information Available Under the Freedom of Information Act 2000**

The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways –

- (1) public authorities are obliged to publish certain information about their activities and
- (2) members of the public are entitled to request information from public authorities.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland, and by UK-wide public authorities based in Scotland. Public authorities include government departments, local authorities, the NHS, state schools and police forces. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Act does not give people access to their own personal data. If a member of the public wishes to see information that a public authority holds about them, they should make a subject access request under the General Data Protection Regulation 2018.

#### **Contact details:**

Theberton and Eastbridge Parish Council, c/o Parish Clerk, Arbour House, Rectory Road, Middleton, IP17 3NP  
Telephone: 01728 648576  
Email: [parishclerkthebertoneastbridge@gmail.com](mailto:parishclerkthebertoneastbridge@gmail.com)  
Website: [thebertonandeastbridge.onesuffolk.net](http://thebertonandeastbridge.onesuffolk.net)

Information to be published	How the information can be obtained	Cost
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)		
Who's who on the Council and its committees and responsibilities.	Parish Council website.  Email copy from the Parish Clerk.  Hard copy from the Parish Clerk.	Free  Free  £20 per hour plus 10p per black and white sheet plus 2nd class postage
Contact details for Parish Clerk and Council members.	Parish Council website and notice boards.  Email copy from the Parish Clerk.  Hard copy from the Parish Clerk.	Free  Free  £20 per hour plus 10p per black and white sheet plus 2nd class postage
Location of main Council office and accessibility details.	Office c/o the Parish Clerk. Meetings to be arranged at a local venue.	n/a
<b>Class 2 – What we spend and how we spend it</b>		

(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit).  Current and previous financial year as a minimum.		
Annual Governance and Accountability Return and reports by internal and external auditors.	Current financial year on Parish Council website.	Free
	Email copy of current and previous financial years available from the Parish Clerk.	Free
	Hard copy of current and previous financial years available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
Budget.	Email copy of current and previous years available from the Parish Clerk.	Free
	Hard copy of current and previous years available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
Precept.	Email copy of current and previous financial years available from the Parish Clerk.	Free
	Hard copy of current and previous financial years available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus

		2nd class postage
Cash Book.	Email copy of current and previous financial years available from the Parish Clerk.	Free
	Hard copy of current and previous financial years available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
Bank Statements.	Email copy available from the Parish Clerk.	Free
	Hard copy available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
VAT Records.	Email copy of current and previous financial years available from the Parish Clerk.	Free
	Hard copy of current and previous financial years available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
Borrowing Approval letter.	No borrowing at present.	n/a
Financial Standing Orders and Regulations.	Parish Council website.	Free
	Email copy available from the Parish Clerk.	Free
	Hard copy available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage

Grants given and received.	Current year's minutes on Parish Council website.	Free
	Email copy of current year and previous years' minutes available from the Parish Clerk.	Free
	Hard copy of current year and previous years' minutes available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
List of current contracts awarded and value of contract.	Current year's minutes on Parish Council website.	Free
	Email copy of current year and previous years' minutes available from the Parish Clerk.	Free
	Hard copy of current year and previous years' minutes available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
Members' allowances and expenses.	Current year's minutes on Parish Council website.	Free
	Email copy of current year and previous years' minutes available from the Parish Clerk.	Free
	Hard copy of current year and previous years' minutes available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus

		2nd class postage
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews).  Current and previous year as a minimum.		
Parish and Neighbourhood Plans.	No parish or neighbourhood plans at present.	n/a
Annual Report to Parish or Community Meeting.  Current and previous year as a minimum.	Email copy of current year and previous years' report available from the Parish Clerk.  Hard copy of current year and previous years' report available from the Parish Clerk.	Free  £20 per hour plus 10p per black and white sheet plus 2nd class postage
Quality status.	No quality status at present.	n/a
Local charters drawn up in accordance with DCLG guidelines.	No local charters at present.	n/a
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions).  Current and previous council year as a minimum.		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings).	Current year's timetable on Parish Council website.	Free

	Email copy of current year and previous years' timetable available from the Parish Clerk.	Free
	Hard copy of current year and previous years' timetable available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
Agendas of meetings (as above).	Latest agenda on Parish Council website and noticeboards.	Free
	Email copy of current and previous agendas available from the Parish Clerk.	Free
	Hard copy of current and previous agendas available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Current year's minutes on Parish Council website.	Free
	Email copy of current year and previous years' minutes available from the Parish Clerk.	Free
	Hard copy of current year and previous years' minutes available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
Reports presented to council meetings – this will exclude information that is properly regarded as	Email copy of reports available from the Parish Clerk.	Free

private to the meeting.	Hard copy of reports available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
Responses to consultation papers.	Email copy available from the Parish Clerk.  Hard copy available from the Parish Clerk.	Free  £20 per hour plus 10p per black and white sheet plus 2nd class postage
Responses to planning applications.	Available to view on Suffolk Coastal District Council's website: <a href="http://www.eastsuffolk.gov.uk/planning/planning-applications">www.eastsuffolk.gov.uk/planning/planning-applications</a>  Email copy from Parish Clerk.  Hard copy from Parish Clerk.	Free  Free  £20 per hour plus 10p per black and white sheet plus 2nd class postage
Bye-laws.	No bye-laws at present.	n/a
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities).		

Current information only.		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements.</p>	<p>Procedural standing orders on Parish Council website.</p> <p>Email copy of procedural standing orders available from the Parish Clerk.</p> <p>Hard copy of procedural standing orders available from the Parish Clerk.</p> <p>No committees or sub-committees at present.</p> <p>No delegated authorities at present.</p> <p>Suffolk Local Code of Conduct on Parish Council website and available by email or hard copy from the Parish Clerk.</p>	<p>Free</p> <p>Free</p> <p>£20 per hour plus 10p per black and white sheet plus 2nd class postage</p> <p>Free</p> <p>£20 per hour plus 10p per black and white sheet plus 2nd class postage</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy</p>	<p>Terms and conditions of employment and job descriptions available by:</p> <p>Email copy from the Parish Clerk.</p>	<p>Free</p>

<p>Health and safety policy  Recruitment policies (including current vacancies)  Terms and conditions of employment  Job descriptions  Policies and procedures for handling requests for information  Complaints procedures.</p>	<p>Hard copy from the Parish Clerk.</p> <p>Exclusions - appraisals, specific salary details, disciplinary records, sickness records and any other personal data covered by the GDPR 2018.</p> <p>Current vacancies are advertised on the Parish Council website and noticeboards and by word of mouth.</p> <p>Complaints Policy and GDPR Policies available on Parish Council website.</p> <p>Email copies from the Parish Clerk.</p> <p>Hard copies from the Parish Clerk.</p>	<p>£20 per hour plus 10p per black and white sheet plus 2nd class postage</p> <p>Free</p> <p>Free</p> <p>Free</p> <p>£20 per hour plus 10p per black and white sheet plus 2nd class postage</p>
<p>Information security policy.</p>	<p>Privacy Policy, Personal Data Breach Policy and Subject Access Request Policy on Parish Council website.</p> <p>Email copies from the Parish Clerk.</p> <p>Hard copies from the Parish Clerk.</p>	<p>Free</p> <p>Free</p> <p>£20 per hour plus 10p per black and white sheet plus 2nd class postage</p>

<p>Records management policies (records retention, destruction and archive).</p>	<p>Data Retention and Disposal Policy on Parish Council website.</p> <p>Email copy from the Parish Clerk.</p> <p>Hard copy from the Parish Clerk.</p>	<p>Free</p> <p>Free</p> <p>£20 per hour plus 10p per black and white sheet plus 2nd class postage</p>
<p>Data protection policies.</p>	<p>Registered with the Information Commissioner's Office and compliant with the GDPR 2018.</p> <p>Privacy Policy, Personal Data Audit, Subject Access Request Policy and Procedure, Personal Data Breach Policy and Freedom of Information Act Policy on Parish Council website.</p> <p>Email copies from the Parish Clerk.</p> <p>Hard copies from the Parish Clerk.</p>	<p>Free</p> <p>Free</p> <p>£20 per hour plus 10p per black and white sheet plus 2nd class postage</p>
<p>Schedule of charges (for the publication of information).</p>	<p>Charges detailed in this document which is available on the Parish Council website.</p>	<p>Free</p>

	Email copy from Parish Clerk. Hard copy from Parish Clerk.	Free £20 per hour plus 10p per black and white sheet plus 2nd class postage
<b>Class 6 – Lists and Registers</b> Any publicly available register or list. Currently maintained lists and registers only.		
Assets register.	Parish Council website. Email copy from the Parish Clerk. Hard copy from the Parish Clerk.	Free Free £20 per hour plus 10p per black and white sheet plus 2nd class postage
Risk assessment.	Parish Council website. Email copy from the Parish Clerk. Hard copy from the Parish Clerk.	Free Free £20 per hour plus 10p per black and white sheet plus

		2nd class postage
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils).	Email copy from the Parish Clerk. Hard copy from the Parish Clerk.	Free £20 per hour plus 10p per black and white sheet plus 2nd class postage
Register of members' interests.	Available to view on Suffolk Coastal District Council's website: <a href="http://www.eastsuffolk.gov.uk/yourcouncil/town-and-parish-councils">http://www.eastsuffolk.gov.uk/yourcouncil/town-and-parish-councils</a>  Email copy from the Parish Clerk.  Hard copy from the Parish Clerk.	Free  Free £20 per hour plus 10p per black and white sheet plus 2nd class postage
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses).  Current information only.		
Allotments.	n/a	n/a
Burial grounds and closed churchyards.	Parish Council website.	Free

	Email copy from the Parish Clerk. Hard copy from the Parish Clerk.	Free £20 per hour plus 10p per black and white sheet plus 2nd class postage
Community centres and village halls.	n/a	n/a
Parks, playing fields and recreational facilities.	Email copy from the Parish Clerk. Hard copy from the Parish Clerk.	Free £20 per hour plus 10p per black and white sheet plus 2nd class postage
Seating and litter bins.	Email copy from the Parish Clerk. Hard copy from the Parish Clerk.	Free £20 per hour plus 10p per black and white sheet plus 2nd class postage
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees).	Burial Ground fees published on Parish Council website. Email copy from the Parish Clerk. Hard copy from the Parish Clerk.	Free Free £20 per hour plus 10p per black and white sheet plus 2nd class postage