



## LAVENHAM PARISH COUNCIL

### FREEDOM OF INFORMATION POLICY AND GUIDE

The Freedom of Information Act 2000 requires public authorities to publish information as a matter of routine in addition to that supplied when responding to information requests.

The Parish Council has adopted the Information Commissioner's approved Model Publication Scheme, which sets out the statutory requirements and specifies seven information classes in which the majority of routinely published information will fall.

This policy sets out what information will be routinely published and how it accessible.

Freedom of Information Act Requests or Data Subject Access Requests must be made in writing to the Clerk whose contact details are on the Parish Council website. Such requests must include the name and email address of the applicant and a clear description of the information sought

<b>Information to be published</b>	<b>How the information can be obtained</b> (hard copy or website)	<b>Cost</b>
<b>Class 1 - Who we are and what we do</b>		
List of Council members and their responsibilities as well a list of Council Committees  Details of any representation on local public bodies	Website	None
Postal and email address. Contact details for Parish Clerk and Council members	Website	None
Location of Council office and accessibility details	Website	None
Staffing structure	Website	None
<b>Class 2 – What we spend and how we spend it</b>		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	None
Finalised budget	Website	None
Precept	Website	None

Borrowing Approval letter	Website	None
All items of expenditure above £100	Website	None
Financial Standing Orders and Regulations	Website	None
Grants given and received	Website	None
List of current contracts awarded and value of contract	Website	None
Members' allowances and expenses	Website	None
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual governance statement in format included in the Annual Return form	Website	None
Parish Plan	Website	None
Annual Report to Parish or Community Meeting	Website	None
Quality status	Not Applied For	N/A
Local charters drawn up in accordance with DLUHC's guidelines	None Held	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	None Held	N/A
<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Website	None
Agendas of meetings (as above)	Website	None
Minutes of meetings (as above)	Website	None
Reports presented to council meetings	Website	None
Responses to consultation papers	Website	None
Responses to planning applications	Website	None
Bye-laws	None	N/A
<b>Class 5 – Our policies and procedures</b>		
<ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website	None

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Website	None
Records management, personal data and access to information policies	Website	None
<b>Class 6 – Lists and Registers</b>		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Burial Registers Hard Copy	None
Assets register, including details of public land and building assets	Website	None
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not Held	N/A
Register of members' interests	Babergh Council Website	None
Register of gifts and hospitality	Babergh Council Website	None
<b>Class 7 – The services we offer</b>		
Allotments	None	None
Burial grounds and closed churchyards	Website	None.
Community centres and village halls	None	None
Parks, playing fields and recreational facilities	Website	None
Seating, litter bins, clocks, memorials and lighting	Website	None
Bus shelters	Website	None
Markets	None	None

Public conveniences	Website	None
Agency agreements	None	None
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Website	Fee Schedule for memorials

### Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ .10p 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
<b>Statutory Fee</b>	In accordance with the Freedom of Information Act 2000	In accordance with the relevant legislation (quote the actual statute)

**Review Date: February 2028**

### Document control

Version and Date:	Adopted:
Reviewed January 2026 V2.0	Adopted at Full Council Meeting 5 February 2026