

Information available from Yoxford Parish Council 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:

Yoxford Parish Council
c/o Parish Clerk, Arbour House, Rectory Road, Middleton, IP17 3NP
Telephone: 01728 648576
Email: parishclerkyoxford@gmail.com
Website: yoxford.org.uk

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)		
Who's who on the Council and its committees and responsibilities.	Parish Council website.	Free
	Email copy from the Parish Clerk.	Free
	Hard copy from the Parish Clerk.	£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.	Free
	Email copy from the Parish Clerk.	Free
	Hard copy from the Parish Clerk.	£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
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 Governance and Accountability Return and reports by internal and external auditors.	Current and previous financial years on Parish Council website.	Free
	Email copies of current and previous financial years available from the Parish Clerk.	Free
	Hard copies 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.	Current and previous financial years on Parish Council website.	Free
	Email copies of current and previous years available from the Parish Clerk.	Free
	Hard copies 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 copies of current and previous financial years available from the Parish Clerk.	Free
	Hard copies of current and previous financial	£20 per hour plus

	years available from the Parish Clerk.	10p per black and white sheet plus 2nd class postage
Cash Book.	Email copies of current and previous financial years available from the Parish Clerk.	Free
	Hard copies 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 copies available from the Parish Clerk.	Free
	Hard copies available from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
VAT Records.	Email copies of current and previous financial years available from the Parish Clerk.	Free
	Hard copies 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 copies of current year and previous years' minutes available from the Parish Clerk.	Free
	Hard copies 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 copies of current year and previous years' minutes available from the Parish Clerk.	Free
	Hard copies 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 copies of current year and previous years' minutes available from the Parish Clerk.	Free
	Hard copies of current year and previous years'	£20 per hour plus

	minutes available from the Parish Clerk.	10p per black and white sheet plus 2nd class postage
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews).</p> <p>Current and previous year as a minimum.</p>		
Parish and Neighbourhood Plans	No parish or neighbourhood plans at present.	n/a
Annual Report to Parish or Community Meeting.	<p>Current year's minutes and reports on Parish Council website.</p> <p>Email copies of current year and previous years' minutes and reports available from the Parish Clerk.</p> <p>Hard copies of current year and previous years' report available from the Parish Clerk.</p>	<p>Free</p> <p>£20 per hour plus 10p per black and white sheet plus 2nd class postage</p>
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
<p>Class 4 – How we make decisions (Decision making processes and records of decisions).</p>		

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 copies of current year and previous years' timetable available from the Parish Clerk.	Free
	Hard copies 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 copies of current and previous agendas available from the Parish Clerk.	Free
	Hard copies 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) – this will exclude information that is properly regarded as private to the meeting.	Current year's minutes on Parish Council website.	Free
	Email copies of current year and previous years' minutes available from the Parish Clerk.	Free
	Hard copies 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 private to the meeting.	Email copies of reports available from the Parish Clerk. Hard copies of reports available from the Parish Clerk.	Free £20 per hour plus 10p per black and white sheet plus 2nd class postage
Responses to consultation papers.	Email copies available from the Parish Clerk. Hard copies 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 East Suffolk Council's website: www.eastsuffolk.gov.uk/planning/planning-applications Email copies from Parish Clerk. Hard copies 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

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities).</p> <p>Current information only.</p>		
<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>Policies and procedures available on Parish Council website.</p> <p>Email copies of policies and procedures available from the Parish Clerk.</p> <p>Hard copies of policies and procedures 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.</p> <p>Email copy of Suffolk Local Code of Conduct available from the Parish Clerk.</p> <p>Hard copy of Suffolk Local Code of Conduct available 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>Free</p> <p>£20 per hour plus 10p per black and white sheet plus</p>

		2nd class postage
<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 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>Terms and conditions of employment and job descriptions available by:</p> <p>Email copies from the Parish Clerk.</p> <p>Hard copies from the Parish Clerk.</p> <p>Exclusions - appraisals, specific salary details, disciplinary records, sickness records and any other personal data protected 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>No other policies and procedures at present.</p>	<p>Free</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>

Information security policy.	<p>Privacy Policy, Personal Data Breach Policy and Subject Access Request Policy and Procedure 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>
Records management policies (records retention, destruction and archive).	<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>
Data protection policies.	<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>Free</p>

	Email copies from the Parish Clerk. Hard copies from the Parish Clerk.	Free £20 per hour plus 10p per black and white sheet plus 2nd class postage
Schedule of charges (for the publication of information).	Charges detailed in this document which is available on Parish Council website. 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
Class 6 – Lists and Registers 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.	Free
	Email copy from the Parish Clerk.	Free
	Hard copy from the Parish Clerk.	£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.	Free
	Hard copy from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
Register of members' interests.	Available to view on East Suffolk Council's website: http://www.eastsuffolk.gov.uk/yourcouncil/town-and-parish-councils	Free
	Email copy from the Parish Clerk.	Free
	Hard copy from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
Register of gifts and hospitality.	No gifts or hospitality received.	

<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses).</p> <p>Current information only.</p>		
Allotments.	<p>Email copy from the Parish Clerk.</p> <p>Hard copy from the Parish Clerk.</p>	<p>Free</p> <p>£20 per hour plus 10p per black and white sheet plus 2nd class postage</p>
Burial grounds and closed churchyards.	<p>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>
Community centres and village halls.	<p>Village website.</p> <p>Email copy from the Parish Clerk.</p>	<p>Free</p> <p>Free</p>

	Hard copy from the Parish Clerk.	£20 per hour plus 10p per black and white sheet plus 2nd class postage
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, litter bins, dog waste bins and memorials.	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
Lighting.	Footway lighting is the responsibility of East Suffolk Council.	n/a
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees).	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