

**ECTON PARISH COUNCIL
FREEDOM OF INFORMATION ACT SCHEME**

ADOPTED DECEMBER 2008

REVIEWED 20th May 2025

**Reviewed & Re-Adopted March 28th March 2023– Minute Reference 922/23/C
Next Review: May 25**

To be reviewed again May 2025

Information available from Ecton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only N.B. Councils should already be publishing as much information as possible about how they can be contacted.	The full list of parish councillors is available from the parish clerk and is on the Parish Website.	15p per side of copying from parish office (black and white).
Who's who on the Council and its Committees	Available as above	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Available as above	As above
Location of main Council office and accessibility details	Clerks home address	
Staffing structure	Parish Clerk is the clerk and responsible financial office	
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	The budgets and audit papers for all years are kept at the parish office, and are available as above, on prior appointment	Cost 10p per side as above.
Annual return form and report by auditor	Held by parish clerk and on the parish website	As Above
Finalised budget	As above	As above
Precept	As above	As above
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Held by parish clerk and	As above

Information to be published	How the information can be obtained	Cost
	on the parish website	
Grants given and received	Details held by parish clerk	As above
List of current contracts awarded and value of contract	Details held by parish clerk	As above
Members' allowances and expenses	Details held by parish clerk (N/A at present)	As above
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy)	As above
Neighbourhood Plan (current and previous year as a minimum)	Held by parish clerk and on the parish website	As above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	As above	As above
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy)	As above
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Published on the parish website and on noticeboards	As above
Agendas of meetings (as above)	As above	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above, and also kept by parish clerk	As above
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Held by parish clerk	As above
Responses to consultation papers	Held by parish clerk	As above

Information to be published	How the information can be obtained	Cost
Responses to planning applications	Held by parish clerk	As above
Bye-laws	Held by parish clerk	As above
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Held by parish clerk and on the parish website	As above
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Held by parish clerk and on the parish website	All as above
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Any which exist are held by parish clerk	All as above
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	Held by the parish clerk	As above
Class 6 – Lists and Registers	(hard copy some information may only be	As above

Information to be published	How the information can be obtained	Cost
Currently maintained lists and registers only	available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Electoral Register held by parish clerk	N/A
Assets Register	Held by parish clerk	As above
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)	N/A	
Register of members' interests	Held by parish clerk	
Register of gifts and hospitality	Held by parish clerk	
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	(hard copy; some information may only be available by inspection)	As above
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Enquiries are forwarded to the Village Hall Manager	
Parks, playing fields and recreational facilities	Relevant information is held by the parish clerk	
Seating, litter bins, clocks, memorials and lighting	Relevant information is held by the parish clerk	As above
Bus shelters	As above	N/A
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Information to be published	How the information can be obtained	Cost
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		As above

Contact details:

Clerk – Mrs Shirley Wong, 33 Friars Avenue, Delapre, Northampton. NN4 8PY Tel: 01604 700691

Email: clerk@ectonparishcouncil.gov.uk

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
Disbursement cost	Photocopying @ 15p per side (black & white)	Actual cost .15p per side, plus rental of machine plus paper cost
	Photocopying @ 25p per side (colour)	Actual cost: .25per side plus rental plus paper cost
	Postage	Actual cost of Royal Mail standard 1st class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority