



Freedom of Information Policy

Ver. 1.1 Adopted 06/09/2018

The Freedom of Information Act 2000 came into force on 1st January 2005 enabling greater access to information that is held by public authorities.

The Freedom of Information Act gives a general right of access to all types of recorded information held by public authorities. It sets out exemptions from that right and places a number of obligations on public authorities.

Any person who makes a request to a public authority for information must be informed whether the public authority holds that information, and subject to exemptions, must be supplied with that information.

For a full list of exemptions and further information relating to the Act, see the [Information Commissioner's website](#)

Individuals already have the right of access to information about themselves under the [Data Protection Act 2018](#).

As far as public authorities are concerned, the Freedom of Information Act will extend this right to allow public access to all types of information held.

Every public authority is required to adopt and maintain a publication scheme setting out the classes of information it holds, the manner in which it intends to publish the information, and whether a charge will be made for the information.

The purpose of a scheme is to ensure a significant amount of information is available, without the need for a specific request. Most routinely published information provided by the Council is available from this website. If after searching the site you are still unable to access the information you require, please submit a Freedom of Information request to the contact details below. Your request must be made in writing. This can be in any written form, such as a letter, fax or email. The request must state your name and address for correspondence and describe the information required.

Freedom of Information requests will generally be dealt within 20 working days of being received, although this timescale can be extended in certain circumstances. You may request that the information be supplied in any form, however the Council will take into account the cost of supplying the information in this form before complying with your request. In particular, you may ask for a copy of the information sought, or for permission to inspect the records containing the information. The Council will provide the information in the form requested unless it is unreasonable to do so.

The Council will charge the full cost for disbursements such as copying and printing. A fees notice will be sent to you that will put a hold on the 20 days for responding to your initial request until the fee is paid. If after three months the fee is unpaid, it will be assumed that you no longer require the information.

Contact details:

Mrs Antonia King - Parish Clerk
Cocks Head House,
Wickhambrook Road,
Hargrave,
IP29 5JB
Tel: 01284 850161
Email: hargraveparishcouncil@gmail.com

Hargrave Parish Council Freedom of Information Publication Policy.

The Parish Council is required to produce a publication scheme for information availability under the above Act. Accordingly be it known that the Core Classes have been adopted by Hargrave Parish Council as follows:-

Class 1 - Who we are and what we do.

Organisational information, representatives on committees or Village Organisations are readily available upon request to the Parish Clerk, on the Parish Notice Board or on this website. The Emergency Response Committee acts in lieu of the Council to invoke the Emergency Response Plan. The Council has developed Emergency Response Plans for Hargrave. These may be viewed by arrangement with the Parish Clerk, subject to the Data Protection Act.

Class 2 – What we spend and how we spend it.

All the functions and financial transactions of the Parish Council are subject to Government Audit under the auspices of the Audit Commission. The current external auditors are:-

PKF LittleJohn LLP
15, Westferry Circus
London
E14 4HD

The current internal auditor may be contacted via the Parish Clerk. On publication of the notice of audit a parishioner may on application to the Clerk in accordance with said notice view:-

- (i) Annual Return Form (Limited to the last available)
- (ii) Annual Statutory Report by Auditor (Limited to the last available)
- (iii) Receipt/Payments books and Back Statements (Limited to the last financial year)
- (iv) Precept Decisions (Limited to the last financial year)
- (v) VAT Records (Limited to the last financial year)
- (vi) Standing Orders (On this website)
- (vii) Assets Register (On his website)
- (viii) Risk Assessment Information (On this website)

Class 3 – What our priorities are and how we are doing.

An Annual Report is produced every year and is delivered at the Annual Parish Meeting held in May. A Parish Review was completed in 2001 and again in 2013 and the information gathered

was used to produce a Neighbourhood Plan. See the Neighbourhood Plan section of this website for more up to date information.

Class 4 – How we make decisions.

Agendas and supporting papers for Council and Committee meetings for any forthcoming meetings are available for inspection by application to the Parish Clerk. Meetings are normally held at the Village Hall, Hargrave. The dates of future meetings are shown on this website. (The Public are invited to attend and to address the Parish Council as per public session item time on the agendas). The agendas are published on this website 7 days before the meeting. Approved minutes of all meetings may be viewed by application to the Parish Clerk or via this website. Note: The latest minutes on this website may not be approved until after the next Parish Council meeting.

All responses to planning applications are contained within the Council minutes published by the Parish Council. The decisions are also available via this website.

Class 5 – Our policies and procedures.

Hargrave Parish Council has adopted the revised 2007 Suffolk Code of Conduct for Parish and Town Councils. See Code of Conduct on this website.

The member's Declarations of Acceptance of Office, the Register of Interests or the Register of Members Interest Book may be viewed by arrangement with the Parish Clerk or the Monitoring Officer at West Suffolk District Council.

Class 6 – Lists and Registers.

The Council retains all publicly available registers and lists which are available for inspection.

Class 7 – The services we offer.

Information about the services we offer are readily available from the Parish Clerk, on the Parish Notice Board or via this website.

Other information about the Hargrave Village Hall, community events and organisations are available from the appropriate committees or village groups/organisations.

Mr David Taylor - Chairman Hargrave Parish Council

Mrs Antonia King - Clerk to Hargrave Parish Council

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