



FOI Publication Scheme

	Date	Minute Reference	Amended
Adopted: Reviewed Annually:	May 2019	FC1-21c	New
	May 2021	FC21-294	No
	May 2022	FC22-460c	No
	May 2023	FC23-612c	No
	Sept 2024	FC24-826d	No
Next Review (3 year review)	Sept 2027		

The Keene Hall, Watchouse Road, Galleywood, Essex CM2 8PT

Information available from Galleywood Parish Council under the Publication Scheme

Information to be published:	How the information can be obtained	Cost
Class 1 – Who are we and what we do Organisational information, structures, locations and contacts (This will be current information only)	Website and/or Hard copy	
Who's who on the Council and its Committees	Website, newsletter, noticeboards Hard copy from the Council office	Free 10p/A4 sheet
Contact details for Clerk and Council members with telephone number and email address	Website, newsletter, noticeboards Hard copy from the Council office	As above
Location of main Council office and accessibility details	Website, newsletter, noticeboards Hard copy from the Council office	Free
Staffing structure	Website Hard copy from the Council office	Free 10p/A4 sheet
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)	Website and/or Hard copy	
Current and previous financial year as a minimum		
Annual return form and report by auditor	Website Hard copy from the Council office	Free 10p/A4 sheet
Finalised budget	Website Hard copy from the Council office	Free 10p/A4 sheet
Precept	Website Hard copy from the Council office	Free 10p/A4 sheet
Financial Standing Orders and Regulations	Website Hard copy from the Council office	Free 10p/A4 sheet
Grants given and received	Hard copy from the Council office	10p/A4 sheet
List of current contracts awarded and value of contract	Hard copy from the Council office	10p/A4 sheet

Members' allowances and expenses	Hard copy from the Council office	10p/A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website and/or hard copy	
Forward Plan (3 year)	Website Hard copy from the Council office	Free 10p/A4 sheet
Action Plan (current and 3 years)	Website Hard copy from the Council office	Free 10p/A4 sheet
Annual Report to Annual Parish Meeting	Newsletter Hard copy from the Council office	Free 10p/A4 sheet
Class 4 – How we make decisions (Decision making processes and records of decisions)	Website and/or Hard copy	
Timetable of meetings (Council and committee meetings)	Website Hard copy from Council office	Free 10p/A4 sheet
Agendas of meetings (as above) Minutes of meetings (as above) - this will exclude information that is properly regarded as private to the meeting	Website Hard copy from Council office	Free 10p/A4 sheet
Reports presented to Council and Committee meetings – this will exclude information that is properly regarded as private to the meeting Responses to consultation papers	Hard copy from the Council office	10p/A4 sheet
Responses to planning applications	Website Hard copy from Council office	Free 10p/A4 sheet
Bye-laws	Website Hard copy from Council office	Free 10p/A4 sheet
Class 5 – Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)	Website and/or Hard copy	

Policies and procedures for the conduct of Council business: Procedural Standing Orders Committee and sub-committee Terms of Reference Code of Conduct Policy and Protocol statements	Website Hard copy from the Council office	Free 10p/A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services including <ul style="list-style-type: none"> • Equal Opportunities Policy • Health and Safety Policy • Safer Recruitment Policy (including current vacancies) 	Website Hard copy from the Council office	Free 10p/A4 sheet
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Records management policies (records retention, destruction and archive) Data Protection Policy Schedule of charges (for the publication of information)	Website Hard copy from the Council office	Free 10p/A4 sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	Website and/or Hard copy	
Assets Register Register of members' interests Register of gifts and hospitality	Website Hard copy from the Council office	Free 10p/A4 sheet
Class 7 – The services we offer Current information only	Website and/or Hard copy	
Galleywood Parish Council Footpaths Map Galleywood Grapevine Newsletter (issued quarterly)	Website Hard copy from the Council office	Free 10p/A4 sheet
Public Conveniences	Website Hard copy from the Council office	Free 10p/A4 sheet
Services for which the Council is entitled to recover a fee, together with those fees <ul style="list-style-type: none"> • Publications • Parish Event Youth • Parish Event Elderly 	Website Hard copy from the Council office	Free 10p/A4 sheet

Contact details:

Website Address: www.galleywoodparishcouncil.gov.uk

Requests for hard copies can be made to - The Parish Clerk, Galleywood Parish Council, Keene Hall, Watchouse Road, Galleywood, Chelmsford, Essex CM2 8PT

Telephone: 01245 358898 email: clerk@galleywoodparishcouncil.gov.uk

SCHEDULE OF CHARGES – where a charge is applied for the provision of information, these will be reviewed on an annual basis. Applicants should contact the Parish Council for current figures.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Freedom of Information Act	For information which costs the Parish Council less than £450 to collate there will be no charge in addition to the disbursements referred to above.	