

Eye Parish Council

Leeds Hall, High Street, Eye, PE6 7UP

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Freedom of Information Act Publication Scheme

| | Date |
|--------------------|---------------|
| Reviewed | 15/02/24 |
| Next Review | February 2027 |

| Information to be Published | How the information can be obtained | | |
|---|-------------------------------------|--------------|----------------|
| | Website | Notice Board | From the Clerk |
| Class 1 – Who we are and what we do | | | |
| Who's who on the Council | Yes | Yes | Yes |
| Contact details for Parish Clerk | Yes | Yes | Yes |
| Contact details for Council Members | Yes | Yes | Yes |
| Location of Council premises | Yes | Yes | Yes |
| Accessibility details for main Council premises | Yes | Yes | Yes |
| Staffing structure | n/a | n/a | n/a |
| Class 2 – What we spend and how we spend it | | | |
| Annual return form | Yes | Yes | Yes |
| Annual report | Yes | Yes | Yes |
| Financial information – current and previous year | | | Yes |
| Precept (and supporting budget) | | | Yes |
| Financial Regulations | Yes | | Yes |
| Grants given and received | Yes | | Yes |
| Current contracts awarded and their value | | | Yes |
| Items of Expenditure over £500 | Yes | | Yes |
| Business risk assessment | N/A | N/A | N/A |
| Class 3 – What are our priorities and how we are doing | | | |
| Eye Neighbourhood Plan | Yes | Yes | Yes |
| Quality Status *n/a at this point in time | n/a | n/a | n/a |
| Class 4 – How we make decisions | | | |
| Timetable of Council Meetings | Yes | Yes | Yes |
| Agendas of Council Meetings | Yes | Yes | Yes |
| Minutes of Meetings | Yes | | Yes |

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|--|---|--------------|----------------|
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| (excludes information regarded as private) | | | |
| Responses to Planning Applications | Yes | | Yes |
| Bye - laws | n/a | n/a | n/a |
| Class 5 – Our policies and procedures | | | |
| Standing Orders | Yes | | Yes |
| Code of conduct | Yes | | Yes |
| Health and Safety Statement | Yes | | Yes |
| Complaints procedure | Yes | | Yes |
| Data protection policy | Yes | | Yes |
| General Privacy Notice | n/a | | n/a |
| Class 6 – Lists and registers | | | |
| Any publicly available register or list | | | Yes |
| Asset register | | | Yes |
| Register of members interests' | Yes | | Yes |
| Register of gifts and hospitality | | | Yes |
| Class 7 – The services we offer | | | |
| Allotments | Yes | | Yes |
| Burial Grounds | Yes | | Yes |
| Leeds Hall Hire | Yes | | Yes |
| Pavilion & Rec Ground Hire | Yes | | Yes |
| Photocopying—available at eyeparishcouncil@btinternet.com | 20p per sheet | | |
| Postage | At current 2 nd class rate | | |
| Statutory Fee | In accordance with relevant legislation | | |

Notice Board: At the front of the Leeds Hall.

Eye Parish Council is registered with the Information Commissioners Office

Exempt Matters

- Personal items relating to councillors other than those required in the Register of Interests
- Personal Matters relating to employees
- Tenders & Bids from contractors

Data Protection Legislation must be adhered to

Information can be inspected, by appointment, in the Parish Office at the Leeds Hall

Items can be copied at 20p per sheet provided no copyright laws are breached

This document is to be reviewed every three years.

Brenda Stanojevic

Parish Clerk