SANDON PARISH COUNCIL

FREEDOM OF INFORMATION ACT
Publication Scheme

Information publication V.1 2018
Reviewed Sept 2025
(to be reviewed May 2028)

Under the Freedom of Information Act 2000 every public authority is required to adopt and maintain a Publication Scheme. Sandon Parish Council has adopted the Model Scheme approved by the Information Commissioner.

This publication scheme commits the authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below.

1. Who we are and what we do;
Organisational information, structure, locations, contacts, constitutional and legal governance

2. What we spend and how we spend it;
Financial information about projected and actual income and expenditure, tendering, procurement and contracts

3. What our priorities are;
Strategies and performance information, plans, assessments, inspections and reviews

4. How we make decisions;
Decision making processes policy proposals and decisions, internal criteria, procedures and consultations

5. Our policies and procedures;
Current written protocols for delivering our services and responsibilities

6. Lists and registers;
Information held in registers required by law and other lists and registers relating to the functions of the authority

7. Services provided by the Council;
What we manage, guidance, booklets, leaflets, transactions and media releases.

Sandon
Parish Council

How people obtain information included in the scheme.

The parish council will make as much information as possible available on their website. Where the information is not available on the website a hard copy may be requested from the Clerk to the Council at the Sandon Parish Council office.

What charges are made for Information published under this scheme?

The purpose of this scheme is to make information readily available at minimum inconvenience and cost to the public. Material which is published and accessed on the website will be provided free of charge.

Charges may be made for actual disbursements incurred for hard copies of information such as:

- photocopying
- postage and packaging
- any costs directly incurred as a result of viewing information; an appointment to view the information will be arranged within a reasonable timescale.
- Information will be provided in the language in which it is held.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing. Its provision will be considered in accordance with the Freedom of Information Act.

Exempt Information from the scheme

Organisations covered by the FOI Act are entitled to withhold information, when appropriate an exemption can be applied. The list of exemptions can be viewed on the Information Commissioners website at https://ico.org.uk/media/

Who is responsible for the Scheme?

If you are not satisfied with the way that the Council deals with your request you should write to:

The Clerk to the Council,
Parish Office,
Recreation Ground,
Rectory Chase,
Chelmsford
CM2 7SQ

The Information Commission is responsible for enforcing the operation of the Scheme. In the case of failure to deliver information through the scheme you may also complain to:

Information Commissioners Office,
Wycliffe House, Water Lane,
Wilmslow,
Cheshire SK9 5AF

This list details the main functions and governance procedures used by Sandon Parish Council. It is not an exhaustive list and contact should be made with the Clerk to the Council if you are unable to find any information you require.

1 Who we are and what we do

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Councillors 8 Members are elected for a four year term and manage the council, through appropriate government legislation.	**Parish Council website** https://sandon-essex-parishcouncil.gov.uk/ Hard copy detail	Free 10 pence per sheet of paper + 2nd class postage
Contact details The contact details for the Parish Clerk and the council members.	**Parish Council website** https://sandon-essex-parishcouncil.gov.uk/ Hard copy detail	Free 10 pence per sheet of paper + 2nd class postage
Location of the Council Office	**Parish Council website** https://sandon-essex-parishcouncil.gov.uk/ Hard copy detail	Free 10 pence per sheet of paper + 2nd class postage
Standing Orders A set of rules govern the parish councils day – to – day management	**Parish Council website** https://sandon-essex-parishcouncil.gov.uk/ Hard copy detail	Free 10 pence per sheet of paper + 2nd class postage
Code of Conduct Members of the Council are governed by a Code of Conduct. This code includes interests of councillors.	**Parish Council website** https://sandon-essex-parishcouncil.gov.uk/ Hard copy detail	Free 10 pence per sheet of paper + 2nd class postage
Staff The Council employs two members of staff	Hard copy detail	10 pence per sheet of paper + 2nd class postage

2 What we spend and how we spend it

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Financial Regulations A set of rules that governs how the council spend their money	**Parish Council website** https://sandon-essex-parishcouncil.gov.uk/ Hard copy detail	Free 10 pence per sheet of paper + 2nd class postage
Budget Spending Councillors set budget requirements annually and issue a precept request. A clear record of council spending is recorded in the minutes of council meetings. A schedule of all spending is provided at each full council meeting.	**Parish Council website** https://sandon-essex-parishcouncil.gov.uk/ Hard copy detail	Free 10 pence per sheet of paper + 2nd class postage
Annual Accounts Each year a set of accounts is prepared and audited by an external auditor. The accounts are made available to the public.	**Parish Council website** https://sandon-essex-parishcouncil.gov.uk/ Hard copy detail	Free 10 pence per sheet of paper + 2nd class postage
Grants given and received	Hard copy detail	10 pence per sheet of paper + 2nd class postage

3 Our Priorities

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Sandon Village Design Statement and link to our completed NDP	**Parish Council website** **https://sandon-essex-parishcouncil.gov.uk/** **Hard copy detail**	Free 10 pence per sheet of paper + 2nd class postage
The most recent Annual Assembly notes.	**Parish Council website** **https://sandon-essex-parishcouncil.gov.uk/** **Hard copy detail**	Free 10 pence per sheet of paper + 2nd class postage

4 How we make decisions

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Council Meetings The Council meets monthly. Copies of the minutes are created within three days of the meetings.	**Parish Council website** **https://sandon-essex-parishcouncil.gov.uk/ /** **Hard copy detail**	Free 10 pence per sheet of paper + 2nd class postage
Meeting schedules These are planned in advance and agenda papers for each meeting is made available three days prior to the meeting.	**Parish Council website** **https://sandon-essex-parishcouncil.gov.uk/** **Hard copy detail**	Free 10 pence per sheet of paper + 2nd class postage
Responses to Planning Applications	**Parish Council website** **https://sandon-essex-parishcouncil.gov.uk/** **https://publicaccess.chelmsford.gov.uk** **Hard copy detail**	Free 10 pence per sheet of paper + 2nd class postage

5 Policies & Procedures

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Policies & Procedures The Council has a set of policies that govern internal and external procedures that are reviewed annually.	**Parish Council website** **https://sandon-essex-parishcouncil.gov.uk/** **Hard copy detail**	Free 10 pence per sheet of paper + 2nd class postage
Code of Conduct	**Parish Council website** **https://sandon-essex-parishcouncil.gov.uk/** **Hard copy detail**	Free 10 pence per sheet of paper + 2nd class postage

6 Lists & Registers

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
The Council maintains registers for certain services it provides e.g. allotments.	**Hard copy detail**	10 pence per sheet of paper + 2nd class postage
Assets The Council maintains registers for all its assets	**Hard copy detail**	10 pence per sheet of paper + 2nd class postage
Planning The Council retains a list of all planning applications it is consulted on.	**Hard copy detail**	10 pence per sheet of paper + 2nd class postage
Councillors Register of Interest is maintained.	**Parish Council website** https://sandon-essex-parishcouncil.gov.uk/ **Hard copy detail**	Free 10 pence per sheet of paper + 2nd class postage

7 Services we Offer

INFORMATION	WHERE IT CAN BE FOUND	Cost – if any
Allotments	**Hard copy detail**	10 pence per sheet of paper + 2nd class postage
Annual Meeting Held when required	**Parish Council website** **https://sandon-essex-parishcouncil.gov.uk/**	Free
Newsletters The Topics is published at least three times per year	**Parish Council website** **https://sandon-essex-parishcouncil.gov.uk/** **Hard copy detail**	Free 10 pence per sheet of paper + 2nd class postage

Contact details: Sandon Parish Council

Clerk to the Council,
Recreation Ground,
Rectory Chase,
Sandon
CM2 7SQ

Telephone: 01245 477111
Email: parishclerk@sandon.info
Website: https://sandon-essex-parishcouncil.gov.uk/