

Freedom of Information Policy

SANDFORD PARISH COUNCIL

Freedom of Information

The Parish Council adopted the Model Publication Scheme with effect from 2nd March 2017. This scheme will enable members of the public to view and access information held by the Parish Council.

Obtaining Information and Information held

There are three ways to obtain the information:

- **Parish Council web site**

The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.

- **Inspect Documents held by the Clerk**

If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site or by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment. Please note hours of work are Monday or Friday, between 9.00am and 5.00pm

- **Individual Written Request**

If the information is not included in the publication scheme or on the web site,

<http://www.sandfordparishcouncil.gov.uk>

or you may send a written request to:

- The Parish Clerk, Myrtle Cottage Sandford EX17 4??
parishclerk@sandfordparishcouncil.gov.uk
- Your request must include your name, address for correspondence, and a description of the information you require.

Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

Fees

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

1. Disbursement costs such as printing, photocopying and postage; and
2. When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, it is proposed that the Council will charge 10p per sheet for photocopying and printing documents, and recover the actual cost of postage or any other transmission costs from the applicant.

Exemptions

Some information may not be provided by the Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk : parishclerk@sandfordparishcouncil.gov.uk

You will also find more detailed guidance on the website of the Information Commissioner.

Complaints

If you are dissatisfied with the response from the Council then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office
 Wycliffe House
 Water Lane
 Wilmslow
 Cheshire SK9 5AF
 Tel: 01625 545700

Or please use the link below for further information

<https://www.gov.uk/make-a-freedom-of-information-request/the-freedom-of-information-act>

Details of information kept and how to access

Information to be published	How the Information can be obtained	Charges
CLASS 1: Who we are and what we do	<p>On the Council Website</p> <p>http://www.sandfordparishcouncil.gov.uk</p> <p>From the Clerk:</p> <p>Malcolm Vallence Myrtle Cottage Sandford Ex17 4LZ</p>	Free

	On the Council noticeboard	
Who is Who on the Council and its Committees	Website and from the Clerk On the Council noticeboard	Free
Contact details for the Parish Clerk and Council members	Website and from the Clerk On the Council noticeboard	Free
Location of office	On the Council Website http://www.sandfordparishcouncil.gov.uk From the Clerk: Malcolm Vallence Myrtle Cottage Sandford Ex17 4LZ	
CLASS 2: What we spend and how we spend it	Audited Accounts available in autumn each year. Notice posted on Parish Noticeboards and Audited accounts available on the Website and from the Clerk	Free
Finalised budget	Available from February 1st for the following year. Posted on the Website and from the Clerk	Free
Precept	Available from the Audited Accounts and the finalised budget Posted on the Website and available from the Clerk	Free

Financial Standing Orders and Regulations	Sandford Parish Standing Orders as Adopted 7 th April 2016. Code of Conduct Posted on the Website	Hard copy 10p a sheet
Grants given and received	Set out in the budget and the audited accounts. Posted on the website and available from the Clerk	Free
Members allowances and expenses	If applicable available in the Audited Accounts	Free
CLASS 3: What are our priorities and how are we doing		
Annual Report to the Parish Meeting	Set out in the minutes of the Annual Parish Meeting available on the Website and from the Clerk	Free
CLASS 4 : How we make decisions		
Timetable of Meetings	Posted on the Council noticeboard Website and available from the Clerk	Free
Agendas of Meetings	Posted on the Council noticeboard Website and available from the Clerk	Free
Minutes of Meetings	Posted on the Council noticeboard in draft within five days of the Council meeting. Also posted on the website and available from the Clerk http://www.sandfordparishcouncil.gov.uk Confidential items will be excluded.	Hard copy: 10p a sheet

Reports presented to Council Meetings	Reports available for inspection by appointment with the Clerk. Confidential items will be excluded. Copies available on request	10p a sheet
Responses to Consultation papers	As above	As Above
Responses to planning applications	Planning Committee with contact details listed on Website and Noticeboard Planning Applications listed on Agendas on Noticeboard and Website	As Above
CLASS 5: Our Policies and Procedures		
Codes of Conduct, Committee terms of reference, policy statements, procedures	Code of Conduct only	Hard copy 10p a sheet
Complaints procedure	Sandford Parish Council does not have a complaints procedure	
CLASS 6: Lists and Registers		
Register of members interests	Website and available from the Clerk	Hard Copy 10p a sheet
Asset Register	Website and available from the Clerk	Hard Copy 10p a sheet
CLASS 7: The Services we offer		
Burial Grounds and Closed Churchyards	Sandford Parish is not responsible for any Burial Grounds or Closed Churchyards Fees available on the website and from the Clerk http://www.sandfordparishcouncil.gov.uk	

Parish Hall, Bus Shelters, Notice Boards, Seats, Car Park, Amenity Areas	The Parish Hall belongs to Sandford Parish Hall. Any other items are listed on the Sandford Parish Council Asset Register as above.	
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Schedule of Charges:

Photocopying = 10p per black and white sheet
Postage/Packing = Actual Cost of Royal Mail
Payment is due before the information is provided

Adopted by Sandford Parish Council 2nd March 2017