

Freedom of Information Act

The Freedom of Information Act Publication Scheme was adopted by Woolfardisworthy Parish Council on the 18 April 2017, with the following revisions:

Reviewed	Date	Reviewed	Date
Adopted	18 April 2017	Reviewed	19 November 2019
Reviewed	16 May 2023	Reviewed	21 May 2024

Introduction

Under the Freedom of Information Act 2000 (FOIA), Woolfardisworthy Parish Council (the Council) has a duty to adopt and maintain a Publication Scheme describing:

- The classes of information it publishes
- How and where such information is published (e.g. website, paper copy, etc.)
- Whether or not a charge is made for such information.

The Council has adopted the Model Scheme attached at Appendix 1.

The purpose of the Council's Publication Scheme is to let everyone know what information will be automatically or routinely published by the Council and to ensure that a significant amount of information is available to the public, without the need for a specific request to be made.

Other information is of course available from the Council by individual request, under the FOIA and the Data Protection Act 1998 (DPA).

If there is any information required that does not appear in the Council's Publication Scheme or you have any comments or suggestions on how it can be improved, please contact:

Clerk to Woolfardisworthy Parish Council
Haxlea, 2 Threeways, Bratton Fleming, Barnstaple, EX31 4TG
Email: woolseryparishcouncil@gmail.com

Obtaining Information

Much of the information listed in the Council's Publication Scheme is supplied free of charge and can be downloaded from our website. Where information is available only in paper format, this is stated in the Publication Scheme and can be viewed by appointment with the Council's Clerk or a copy can be requested.

Information not contained within the Publication Scheme and Exemptions

The FOIA created a general right of access to information, it also set out information that the Council does not have to make available for specific reasons, called exemptions. This is information that, if published, might prejudice the health, safety or security of the Council, its staff, systems, services or property or breached an individual's Data Protection rights.

If information is requested but is covered by an exemption the Clerk to the Council will tell the applicant in writing why the Council has refused the request and quote the relevant

exemptions. If the information requested is not disclosed, the applicant can ask the Information Commissioner to review the Council's decision. The Information Commissioner's Office is the Government department that oversees and enforces FOI. They can be contacted by the following link: www.ico.gov.uk

Data Protection

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer at woolseryparishcouncil@gmail.com

Charges

The Council's Fees and Charges are stated at the end of the Publications Scheme Unless otherwise stated, publications listed in our Publication Scheme are supplied free of charge.

If administration costs exceed £450, to enable a Freedom of Information request to be met, then the Council is able to charge the requestor for the administration costs in meeting the request.

A charge may be made for photocopies.

Management of the Council's Publication Scheme

The Council is responsible for the adoption and maintenance of this Policy and the Publication Scheme.

Review of the Freedom of Information Policy and Publication Scheme

The Council Freedom of Information Policy and Publication Scheme was approved on 18th April 2017 and will be amended periodically as necessary. The Scheme will be reviewed annually.

Information Available from Woolfardisworthy Parish Council

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do (this will be current information only)		
Whose on the Council and its committee	Website Email Hard Copy from Clerk	Free Free 5p per sheet
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone numbers and email addresses, if used)	Website Email Hard Copy from Clerk	Free Free 5p per sheet
Class 2 – What we spend and how we spend it		
Annual Return (current year)	Website Hard Copy from Clerk	Free 5p per sheet
Report by auditor	Hard Copy from Clerk	5p per sheet
Finalised budget	Email Hard Copy from Clerk	Free 5p per sheet
Precept	Email Hard Copy from Clerk	Free 5p per sheet
Financial Regulations	Website Hard Copy from Clerk	Free 5p per sheet
Grants given and received	Email Hard Copy from Clerk	Free 5p per sheet
List of current contracts awarded and value of contract	Website Email Hard Copy from Clerk	Free Free 5p per sheet

Information to be published	How the information can be obtained	Cost
Class 3– What our priorities are and how we are doing it		
Parish Plan	Hard Copy from Clerk	5p per sheet
Annual Report made at Annual Parish Meeting	Email Hard Copy from Clerk	Free 5p per sheet
Class 4– How we make decisions (current and previous council year as a minimum)		
Timetable of meetings (Council, any committees/sub-committees and parish meetings)	Website Email Hard Copy from Clerk	Free Free 5p per sheet
Agendas (and associated papers)	Website (Agenda only) Email Hard Copy from Clerk	Free Free 5p per sheet
Minutes of meetings (as above). NB: this will exclude information that is properly regarded as private to the meeting	Website Email Hard Copy from Clerk	Free Free 5p per sheet
Reports presented to council meetings. NB: this will exclude information that is properly regarded as private to the meeting	Email Hard Copy from Clerk	Free 5p per sheet
Responses to consultation papers	Email Hard Copy from Clerk	Free 5p per sheet
Responses to planning applications	Email Published report on Torridge District Council Planning Portal Hard Copy from Clerk	Free Free 5p per sheet

Information to be published	How the information can be obtained	Cost
Class 5 – Our Policies and Procedures (current information only)		
Policies and Procedures for the conduct of council business: Code of Conduct Standing Orders Financial Regulations Risk Management Risk Register Safeguarding Transparency Code Complaints Procedure Communications Policy Filming Policy	Website Email Hard Copy from Clerk	Free Free 5p per sheet
Policies and Procedures for the provision of services and employment of staff: Equal Opportunities Grants Gritting	Website Email Hard Copy from Clerk	Free Free 5p per sheet
General Data Protection Regulation policies and procedures: Data Protection, inc GDPR Privacy Statement	Website Email Hard Copy from Clerk	Free Free 5p per sheet
Records management policies (records, retention, destruction and archive)	Website Email Hard Copy from Clerk	Free Free 5p per sheet
Schedule of charges (for the publication of information)	Website Email Hard Copy from Clerk	Free Free 5p per sheet

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers (currently maintained lists and registers only)		
Any publicly available register or list where applicable	Inspection – contact Clerk	
Asset Register	Email Hard Copy from Clerk	Free 5p per sheet
Register of members' interests	Website	Free
Class 7 – The services we offer (current information only)		
Benches, Litter Bins, Safety Mirrors	Email Hard Copy from Clerk	Free 5p per sheet
Black Bag Distribution	Email Hard Copy from Clerk	Free 5p per sheet
Bus Shelters	Email Hard Copy from Clerk	Free 5p per sheet
Defibrillators	Email Hard Copy from Clerk	Free 5p per sheet
Grass Cutting Contract	Email Hard Copy from Clerk	Free 5p per sheet

Contact Details:

Sue Squire, Haxlea, 2 Threeways, Bratton Fleming, Barnstaple, EX31 4TG

Tel: 01598 710526

Email: woolseryparishcouncil@gmail.com

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement Cost	Photocopying @ 5p per sheet (black and white)	Actual Cost *
	Photocopying @ 10p per sheet (colour)	Actual Cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

*the actual cost incurred by the public authority