

# Hesket Parish Council

## **FREEDOM OF INFORMATION POLICY**

Adopted by Full Council on March 12<sup>th</sup> 2019

Reviewed May 2024

### **Information Requests**

Hesket Parish Council will make information available in the following ways:

- Through publication on the Parish website ([www.hesket.org.uk](http://www.hesket.org.uk))
- By post upon receipt of a written request to the Clerk (contact details given at the end of this document). Your request must include your name, address for correspondence, and a description of the information you require.
- In person, by prior arrangement with the Clerk.

### **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 Freedom of Information 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 (as detailed in the Schedule of Costs below); 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.

In the case of the latter;

- 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.

### **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. 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. If you are still dissatisfied, you may contact the Information Commissioner at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
Contact details for Parish Clerk and Chair	Email Website Hard copy	Free Free 10p per sheet
Contact details for Council Members	Email Hard copy	Free 10p per sheet
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Email Website Hard copy	Free Free 10p per sheet
Finalised budget	Email Website Hard copy	Free Free 10p per sheet
Precept	Email Website Hard copy	Free Free 10p per sheet
Financial Standing Orders and Regulations	Email Website Hard copy	Free Free 10p per sheet
Grants given and received	Email Website Hard copy	Free Free 10p per sheet
List of current contracts awarded and value of contract	Email Hard copy	Free 10p per sheet
Members’ allowances and expenses	N/A	N/A
<b>Class 3 – What our priorities are and how we are doing</b>		
Chair’s Annual Report to Parish Meeting	Email Website Hard copy	Free Free 10p per sheet

<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Email Website Hard copy	Free Free 10p per sheet
Agendas of meetings (as above)	Email Website Hard copy	Free Free 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Email Website Hard copy	Free Free 10p per sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Email Hard copy	Free 10p per sheet
Responses to consultation papers	Email Hard copy	Free 10p per sheet
Responses to planning applications	Email Hard copy	Free 10p per sheet
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business, provision of services and the employment of staff	Email Website Hard copy	Free Free 10p per sheet
Schedule of charges (for the publication of information)	Email Website Hard copy	Free Free 10p per sheet
<b>Class 6 – Lists and Registers</b>		
Assets register	Email Website Hard copy	Free Free 10p per sheet
Register of members' interests	Email Website Hard copy	Free Free 10p per sheet

<b>Class 7 – The services we offer</b>		
Footway Lighting	Email Website Hard copy	Free Free 10p per sheet
Armathwaite Play Area	Email Website Hard copy	Free Free 10p per sheet
Bus shelters, seating and noticeboards	Email Hard copy	Free 10p per sheet
Public Land	Email Website Hard copy	Free Free 10p per sheet

**Contact details:**

Mrs Lisa Beken, Hesket Parish Council Clerk, 2 Folly Brow, Armathwaite, Carlisle, Cumbria, CA4 9SN

Email: [clerk@hesket.org.uk](mailto:clerk@hesket.org.uk)

Telephone: 07522 939 696

**SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	As identified in the aforementioned policy	In accordance with the relevant legislation