

Sedbergh Parish Council Freedom of Information Policy and Publication Scheme

Information Requests

Sedbergh Parish Council *the Council will make information available in the following ways:

- Through publication on the Parish Council website www.sedberghparishcouncil.gov.uk
- By post upon receipt of a written request to the Clerk (contact information below). The 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 below).

Fees

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

1. Disbursement costs, such as printing, photocopying and postage (as detailed below)
2. When estimated staff costs involved in locating and or compiling the information exceed £450.00. 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 which case, a fee notice will be sent to the applicant requesting the appropriate fee, and the request will not be answered until the fee has been received. If the estimated cost is greater than the estimate, the Council will incur the additional cost. If the actual cost is less than the estimated amount, a refund will be given 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 which may be commercially confidential.

Further help

If you need help accessing information from the Council under the FOI Act, please contact the 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 Officer, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.



Sedbergh Parish Council Freedom of Information Policy and Publication Scheme

SEDBERGH PARISH COUNCIL

INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts - this will be current information only.)	Website Hard copy – contact Clerk	free 10p sheet
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	free 10p sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	free 10p sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	free 10p sheet
Staffing structure	Website Hard copy – contact Clerk	free 10p sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy – contact Clerk	10p sheet
Finalised budget	Hard copy – contact Clerk	10p sheet
Precept	Hard copy – contact Clerk	10p sheet
Financial Standing Orders and Regulations	Website	free



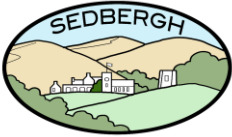
Sedbergh Parish Council Freedom of Information Policy and Publication Scheme

Grants given and received	Hard copy – contact Clerk	10p sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Sedbergh Economic Plan (Vision Statement/Townscape Project)	Website Hard copy – contact Clerk	free 10p sheet
Annual Reports to Parish Meetings	Hard copy – contact Clerk	10p sheet
Quality status	Hard copy – contact Clerk	10p sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and committee meetings)	Website Hard copy – contact Clerk	free 10p sheet
Agendas of meetings (as above)	Website/PC notice-board Hard copy – contact Clerk	free 10p sheet
Minutes of meetings (as above) – nb. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	free 10p sheet
Reports presented to council meetings – nb. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	free 10p sheet
Responses to consultation papers	Hard copy – contact Clerk	10p sheet
Responses to planning applications	Website Hard copy – contact Clerk	free 10p sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		



Sedbergh Parish Council Freedom of Information Policy and Publication Scheme

Policies and procedures for the conduct of council business:		
Procedural standing orders	Website	free
Committee and sub-committee terms of reference	Hard copy – contact Clerk	10p sheet
Delegated authority in respect of officers	Hard copy – contact Clerk	10p sheet
Code of Conduct	Website	free
Policies and procedures for the provision of services and about the employment of staff:		
Risk Assessment Policy	Website	
Equality policy	Website	
Health and safety policy	Website	
Policy & Guidance for Grant applications	Website	
Freedom of Information Policy	Website	
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – contact Clerk	free 10p sheet
Records management policies (records retention, destruction and archive)	Website	
Data protection policies	Website	
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets register	Hard copy – contact Clerk	10p sheet
Register of members' interests	Website Hard copy – contact Clerk	free 10p sheet
Register of gifts and hospitality	Hard copy – contact Clerk	10p sheet
Class 7 – The services we offer		



Sedbergh Parish Council Freedom of Information Policy and Publication Scheme

(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only		
Playing fields and recreational facilities	Website	free
Seating, litter bins, memorials and lighting	Hard copy – contact Clerk	10p sheet
Bus shelter	Hard copy – contact Clerk	10p sheet
Markets (agency agreement)	Hard copy – contact Clerk	10p sheet
Public conveniences	Website	free
Car parks	Website	free
Public park	Website	free
Picnic site	Hard copy – contact Clerk	10p sheet

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

Contact details:

Sedbergh Parish Clerk:

Jane Hassam, 72a Main Street, Sedbergh, Cumbria. LA10 5AD

Tel: 07966 134554 **email:** clerk@sedberghparishcouncil.org.uk