



TATWORTH AND FORTON PARISH COUNCIL

Freedom of Information Policy

Adopted on
Minute No
Reviewed 9th May 2019
Minute 44/19/4

Signed George Beattie Chairman

General

Tatworth and Forton Parish Council (hereafter 'the council') has a Publication Scheme which can be found on its website and on the notice board outside the office. This scheme enables members of the public to view and access information held by the Council.

1. How to Obtain Information

- 1.1 Parish Council web site at www.tatworthandfortonparishcouncil.org.uk The web site holds the type of information which the Council routinely publishes e.g. Council Policies Minutes of Meetings and Agendas for forthcoming meetings.
- 1.2 Documents held by the Clerk in the Council's office If you wish to view other documents please contact the Clerk either by post or by email.
- 1.3 All requests for information should be in writing and include your name, contact details for correspondence and a detailed description of the information you require.

2. Council's Response to a Written Request

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

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

3. Exemptions

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.

4. Charges

Disbursement costs such as printing, photocopying and postage; and 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:

- 4.1 refuse the request
- 4.2 comply with the request and charge for allowable costs as prescribed in the regulations
- 4.3 comply with the request free of charge.
- 4.4 A fee notice will be sent to the applicant requesting the appropriate fee.
- 4.5 The request will not be answered until the fee has been received.
- 4.6 Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

5. **Further Help**

Please contact the Parish Clerk if you need help in accessing information from the Council under the Freedom of Information Act. There is further information on the website of the Information Commissioner.

6. **Complaints**

If you are dissatisfied with the response from the Council then please 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