

Allerthorpe Parish Council

Freedom of Information Policy

Allerthorpe Parish Council has a commitment to openness and transparency and has always been concerned to make relevant information available wherever possible to individuals who may request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant. The Freedom of Information Act, which came into force on 1 January 2005, gives everyone a statutory right of access to information held by bodies such as the Parish Council.

Model publication scheme

From 23rd April 2025 the Parish Council adopted the revised model publication scheme issued by the Information Commissioner's Office.

Information about the Parish Council. You can access a significant amount of information about the Parish Council on our website. If you need the information in an alternative format, please contact the clerk to the Parish Council via email clerk@allerthorpeparishcouncil.gov.uk

Making a request for information

Individuals or organisations may make a written request for other information which they believe the Parish Council holds. To request information under the provisions of the Act please email clerk@allerthorpeparishcouncil.gov.uk Please be sure to include your name and valid postal address, as required under the Act, and a clear description of the information you are seeking. When making a request you can state a preference of how you want the information communicated to you. This could be by providing a hard copy, or an electronic copy of the information, providing you an opportunity to inspect a record containing the information or providing a digest or summary of the information. We will try to meet your preference as far as is reasonably practical or notify you if we cannot do so.

Responding to your request We will inform you in writing whether we hold the information you have requested and if so, provide it to you not later than 20 working days after we receive the request. The Freedom of Information Act does identify a number of categories of information which the Parish Council is not required to disclose under the Act. In this case, we will write to you stating

the exemption which provides the basis for refusal within the Act and why it applies to the information you requested. We will communicate this to you within the 20 working day time period.

Charges for Providing Information under the Freedom of Information Act

Information to be published	How the information can be obtained	Cost
Class 1–Who we are and what we do. (Organisational information, structures, locations and contacts) This will be current information only.		
Who’s who on the Council.	Website	Free
Contact details for Parish Clerk and Council members	Website Hard copy	Free 25p per 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.		
Annual return form and report by auditor	Hard copy	25p per sheet
Finalised budget	Website Hard Copy	Free 25p per sheet
Precept	Hard Copy	25p per sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 25p per sheet
Grants given and received	Website in minutes Hard Copy	Free 25p per sheet
List of current contracts awarded and value of contract	Hard Copy	25p per sheet
Members’ allowances and expenses	Hard Copy	25p per sheet
Class 3-What our priorities are and how we are doing. (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish or Community Meeting (current and previous year).	Hard copy	25p per sheet
Class 4- How we make decisions (Decision making processes and records of decisions) Current and previous council year		

Timetable of meetings (Council and Annual Parish Meetings)	Website Hard Copy	Free 25p per sheet
Agendas of Parish Council Meetings	Website Parish Council Noticeboard Hard Copy	Free Free 25p per copy
Minutes of Parish Council Meetings – NB this will exclude information that is properly regarded as private to the meeting.	Website Hard Copy	Free 25p per copy
Written reports presented to council meetings- NB this will exclude information that is properly regarded as private to the meeting	Hard Copy	25p per sheet
Responses to consultation papers	Hard Copy	25p per sheet
Responses to planning applications	Hard Copy	25p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current Information only		
Policies and procedures for the conduct of council business:		
Standing Orders	Website Hard Copy	Free 25p per sheet
Code of Conduct	Website Hard Copy	Free 25p per sheet
Policies and procedures for the provision of services. Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Free 25p per sheet
Schedule of charges (for the publication of information)	Hard Copy	25p per sheet

Class 6- Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	Hard Copy	25p per sheet
Assets Register	Hard Copy	25p per sheet
Register of members' interests	Parish Council Website (also available on ERYC website)	
Class 7 – The services we offer		
(information about the services we offer Current information only.		

The Freedom of Information Act does permit the Parish Council to refuse your request if we estimate that it will cost is in excess of the appropriate cost limit (£450) to fulfil your request.

Freedom of information Fees Notice

If you need to pay a fee for disbursements or because the costs exceed the appropriate limit, we will write to you advising you of the fee required within 20 working days of receipt of your request. This is known as a 'Fees Notice'. When you are issued the Fees Notice, the 20 working day limit for responding stops, and then will start again when we receive payment. If we do not receive the fee from you within three months we are not obliged to comply with the request.

Vexatious Requests

The Parish Council is not obliged to comply with a request for information where that request for information is “vexatious”. In order to be considered vexatious the request should be considered not the person making the request and the following factors should be taken into account:

- Could the request fairly be seen as obsessive?
- Is the request harassing the Parish Council or the Clerk?
- Would complying with the request impose a significant burden?
- Is the request designed to cause disruption or annoyance?
- Does the request lack any serious purpose or value?

If a request is deemed vexatious that should be communicated to the person making the request along with the reasons for treating the request as vexatious. Any such decision may be reviewed or appealed as part of the complaints procedure below.

Complaints

If you are dissatisfied with the way the Parish Council has responded to a request for information, please email clerk@allerthorpeparishcouncil.gov.uk The Information Commissioner's Office (ICO) is responsible for enforcing the operation of the Act, and you may raise issues with this office at any time. More information can be found on the ICO website, or by writing to:

Information Commissioner's Office
Wycliffe House,
Water lane,
Wilmslow,
Cheshire,
SK9 5AF

Adopted

Date 23.04.2025

Minute reference 6b

Reviewed