



# WOOLFARDISWORTHY PARISH COUNCIL

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## Freedom of Information Act

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

| Reviewed | Date                        | Reviewed | Date                           |
|----------|-----------------------------|----------|--------------------------------|
| Adopted  | 18 <sup>th</sup> April 2017 | Reviewed | 19 <sup>th</sup> November 2019 |
| Reviewed |                             | Reviewed |                                |

### 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:

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## **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](http://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](mailto: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 18<sup>th</sup> 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                         |
|--|--|------------------------------|
| <b>Class 1 – Who we are and what we do (this will be current information only)</b>   |  |                              |
| Whose on the Council and its committee   | Website<br>Email<br>Hard Copy from Clerk | Free<br>Free<br>5p per sheet |
| Contact details for Parish Clerk and Council Members (named contacts where possible with telephone numbers and email addresses, if used) | Website<br>Email<br>Hard Copy from Clerk | Free<br>Free<br>5p per sheet |
| <b>Class 2 – What we spend and how we spend it</b>   |  |                              |
| Annual Return (current year)   | Website<br>Hard Copy from Clerk          | Free<br>5p per sheet         |
| Report by auditor  | Hard Copy from Clerk                     | 5p per sheet                 |
| Finalised budget   | Email<br>Hard Copy from Clerk            | Free<br>5p per sheet         |
| Precept  | Email<br>Hard Copy from Clerk            | Free<br>5p per sheet         |
| Financial Regulations  | Website<br>Hard Copy from Clerk          | Free<br>5p per sheet         |
| Grants given and received  | Email<br>Hard Copy from Clerk            | Free<br>5p per sheet         |
| List of current contracts awarded and value of contract  | Website<br>Email<br>Hard Copy from Clerk | Free<br>Free<br>5p per sheet |

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

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

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

**Contact Details:**

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**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 <sup>nd</sup> class |
| Statutory Fee     |   | In accordance with the relevant legislation              |

\*the actual cost incurred by the public authority