

# WESTHALL PARISH COUNCIL – FREEDOM OF INFORMATION ACT

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- It does not hold the information;
- The information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- The information is readily and publicly available from an external website; such information will provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- It would be impractical or resource-intensive to prepare the material for routine release.
- The request is vexatious or repeats a previous request from the same person or organisation.

The list may not be an exhaustive list and, as a public authority, we will look to provide as much recorded information (emails, electronic, printed or handwritten documents as well as images, videos or audio recordings) as possible. Westhall Parish Council will endeavour to respond to a written request within 20 working days.

## Publishing datasets

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#). Westhall Parish Council will publish any dataset we hold that has been requested, together with any updated versions, unless it is not appropriate to do so. So far as reasonably practicable, we will publish it in an electronic form that is capable of re-use.

The term 'dataset' is defined in section 11(5) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p>This will be current information only and will be updated annually.</p>	<p><a href="http://www.westhall.onesuffolk.net/parish-council/">http://www.westhall.onesuffolk.net/parish-council/</a></p>	FREE
<p>Who's who on the Council and its Committees</p>	<p><a href="http://www.westhall.onesuffolk.net/parish-council/">http://www.westhall.onesuffolk.net/parish-council/</a></p> <p>Parish Council Noticeboard, Village Hall, Westhall</p>	FREE
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p><a href="http://www.westhall.onesuffolk.net/parish-council/">http://www.westhall.onesuffolk.net/parish-council/</a></p>	FREE

	Parish Council Noticeboard, Village Hall, Westhall	
Location of main Council office and accessibility details	Not Applicable	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	Website: <a href="http://www.westhall.onesuffolk.net/parish-council/Finance">http://www.westhall.onesuffolk.net/parish-council/Finance</a>  Parish Council Noticeboard, Village Hall, Westhall	FREE
Annual return form and report by auditor	As above Hard Copy as Schedule of Charges	FREE
Finalised budget	As above	
Precept	As above	
Financial Standing Orders and Regulations	As above	
Grants given and received	As above	
List of current contracts awarded and value of contract	As above	
Clerks' allowances and expenses	As above	
Training expenditure	As above	
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum	Website: <a href="http://www.westhall.onesuffolk.net/parish-council/Finance">http://www.westhall.onesuffolk.net/parish-council/Finance</a>  Parish Council Noticeboard, Village Hall, Westhall	

Parish Council Chairman's Report for the Year		
Annual Report to Parish or Community	<a href="http://www.westhall.onesuffolk.net/parish-council/meetings/">http://www.westhall.onesuffolk.net/parish-council/meetings/</a>	FREE
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)  Current and previous council year as a minimum	<a href="http://www.westhall.onesuffolk.net/parish-council/meetings/">http://www.westhall.onesuffolk.net/parish-council/meetings/</a>	FREE
Timetable of meetings (Council and any committee meetings)	<a href="http://www.westhall.onesuffolk.net/parish-council/meetings/">http://www.westhall.onesuffolk.net/parish-council/meetings/</a>	FREE
Agendas of meetings (as above)	<a href="http://www.westhall.onesuffolk.net/parish-council/meetings/agendas/">http://www.westhall.onesuffolk.net/parish-council/meetings/agendas/</a>  Current Minutes on Parish Council notice board -Village Hall	FREE
Minutes of meetings (as above)	<a href="http://www.westhall.onesuffolk.net/parish-council/meetings/minutes/">http://www.westhall.onesuffolk.net/parish-council/meetings/minutes/</a>  Hard copy can be viewed as above	FREE
Reports presented to council meetings	As above	FREE
Responses to consultation papers	As above	FREE
Responses to planning applications	<a href="http://www.westhall.onesuffolk.net/parish-council/meetings/minutes/">http://www.westhall.onesuffolk.net/parish-council/meetings/minutes/</a>  East Suffolk Council Planning public access	FREE

	portal: <a href="https://publicaccess.eastsuffolk.gov.uk/online-applications">https://publicaccess.eastsuffolk.gov.uk/online-applications</a>	
	Hard copy can be viewed as above	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only		
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Code of Conduct Policy statements	Website: <a href="http://www.westhall.onesuffolk.net/parish-council/">http://www.westhall.onesuffolk.net/parish-council/</a>	
Policies and procedures for the provision of services and about the employment of staff:  Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy  Policies and procedures for handling requests for information	Website: <a href="http://www.westhall.onesuffolk.net/parish-council/">http://www.westhall.onesuffolk.net/parish-council/</a>	

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	As above	
Data protection policies	Website: <a href="http://www.westhall.onesuffolk.net/parish-council/">http://www.westhall.onesuffolk.net/parish-council/</a>	
Schedule of charges (for the publication of information)		
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list		
Assets register	On request from Clerk	FREE
Register of members' interests	<a href="https://www.eastsuffolk.gov.uk/yourcouncil/councillors/councillors-register-of-interests/">https://www.eastsuffolk.gov.uk/yourcouncil/councillors/councillors-register-of-interests/</a>	FREE
Register of gifts and hospitality	On request from Clerk	FREE
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Some information may only be available by inspection.	

Current information only		
Allotments	<a href="http://www.westhall.onesuffolk.net/allotments">http://www.westhall.onesuffolk.net/allotments</a> or Contact the Clerk	FREE
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	None	

**Contact details: Parish Clerk, Westhall Parish Council. Email: [parishclerkwesthall@gmail.com](mailto:parishclerkwesthall@gmail.com) or telephone 01502 575338.**

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying / printing @ 20p per sheet (black & white, single sided)	Actual Cost
	Photocopying / printing @ 50p per sheet (colour, single sided)	Actual Cost
	Scan to email @ 10p per sheet	Actual Cost
	Postage – subject to weight	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Packaging	Actual cost of packaging for information.
<b>Statutory Fee</b>	Not Applicable	