

# Freedom of Information policy

Freedom of Information Policy amend accounts charge before sending this document

1. This policy has been prepared by Netley Marsh Parish Council and commits the council to make information available to the public as shown in the table below. No information will be released where it discloses personal information which would breach the Data Protection Act.
2. Requests for information must be in writing to current parish clerk (this includes email) with full description, showing the name and address of the requestor.(See page 8 for details)
3. Netley Marsh Parish Council will acknowledge the request within three working days together with a scale of appropriate charges and then reply with whether it holds the information and, if so, the information will be communicated to the requestor unless the work will take more than 18 hours to complete. In this case Netley Marsh Parish Council is entitled to refuse to provide such information. A reply, together with any relevant information will be supplied to the requestor within 20 days. Where Netley Marsh Parish Council has more than 17 requests for the same or similar information, the information will be aggregated.
4. If Netley Marsh Parish Council does not comply with a request within the statutory deadline the requestor can appeal to the Chairman of the parish council. If the Requestor is not satisfied with this, they can appeal to the Information Commissioners Office (Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF. 08456 30 60 60 or 01625 54 57 45.email [notification@ico.gsi.gov.uk](mailto:notification@ico.gsi.gov.uk)).
5. Netley Marsh Parish Council is currently being planned, reference to the website indicates that the information will be available there as soon as it is

online.

Information available from Netley Marsh Parish/Community Council under the model publication scheme

Class1 - Who we are and what we do  (Organisational information, structures, locations and contacts.  Current information only)	How the information can be obtained	Cost of supply
Who's who on the Council and its Committees	Hard copy and/or website	£0.10 per A4 sheet +pp
Named contact details for Parish Clerk and Council members	Hard copy and/or website.  Parish magazine	£0.10 per A4 sheet +pp
Location of main Council office and accessibility details	No office. Arrangements can be made by telephone to meet at Netley Marsh Community Hall	N/A
Staffing structure	Hard copy and/or website	£0.10 per A4

		sheet +pp
<p>Class 2 - What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>	How the information can be obtained	Cost of supply
Annual return form and report by auditor	Hard copy (2004 to date) Current year on website	£0.10 per A4 sheet +pp (2010 post 51p photocopy 60p env 5p total £1.16)
Finalised budget	Hard copy(2008 to date)	£0.10 per A4 sheet +pp
Precept	Hard copy ( If within accounts) (1896-2004 at Hampshire Archives, 2005 to date with council)	£0.10 per A4 sheet +pp
Borrowing Approval letter	N/A	N/A

Financial Standing Orders and Regulations	Hard copy and website (current and one previous version only)	£0.10 per A4 sheet +pp
Grants given and received	Hard copy ( Within accounts) (1896-2004 at Hampshire Archives  2005 to date with council)	£0.10 per A4 sheet +pp
List of current contracts awarded and value of contract	Hard copy (Last two years only)	£0.10 per A4 sheet +pp
Members' allowances and expenses	N/A (currently not claimed)	N/A
Class 3 - What our priorities are and how we are doing  (Strategies and plans, performance indicators, audits, inspections and reviews)	How the information can be obtained	Cost of supply
Parish Plan - when available	Hard copy (b/w only) (2010 to date)	£0.10 per A4 sheet +pp

Annual Report to Parish or Community Meeting	Hard copy. Current year on website. 1895-2004 at Hampshire Archives. 2005 to date with council)	£0.10 per A4 sheet +pp
Quality status	N/A	N/A
Local charters drawn up in accordance with Department of Communities and Local Government guidelines	N/A	N/A
Class 4 - How we make decisions (Decision making processes and records of decisions)	How the information can be obtained	Cost of supply
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy and/or website. (Current year only)	£0.10 per A4 sheet +pp
Agendas of meetings (as above)	Hard copy and/or website. (Current year only)	£0.10 per A4 sheet +pp

Minutes of meetings (as above) - N.B. This will exclude information that is properly regarded as private to the meeting.	Hard copy. Current year on website. (1895-2004 at Hampshire Archives. 2005 to date with council)	£0.10 per A4 sheet +pp
Reports presented to council meetings - N.B. This will exclude information that is properly regarded as private to the meeting.	Hard copy with current year on website. (1895-2004 at Hampshire Archives. 2005 to date with council)	£0.10 per A4 sheet +pp
Responses to consultation papers	Hard copy and/or website. (Included in minutes, 1895-2004 at Hampshire Archives. 2005 to date with council)	£0.10 per A4 sheet +pp
Responses to planning applications	Hard copy. Last two years only. (prior comments with NPA/NFDC as appropriate)	£0.10 per A4 sheet +pp
Bye-laws	Hard copy and/or website.	£0.10 per A4 sheet +pp

Class 5. Our policies and procedures  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	How the information can be obtained	Cost of supply
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	Hard copy. and/or website	£0.10 per A4 sheet +pp
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p>	Hard copy and/or website	£0.10 per A4 sheet +pp

<p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p> <p>Disciplinary, dismissal &amp; grievance procedure</p>		
<p>Information security policy</p>	<p>Hard copy and/or website (Within health and safety policy)</p>	<p>£0.10 per A4 sheet +pp</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy and/or website</p>	<p>£0.10 per A4 sheet +pp</p>
<p>Data protection policy</p>	<p>Hard copy and/or website</p>	<p>£0.10 per A4 sheet +pp</p>
<p>Schedule of charges (for the publication of information)</p>	<p>Hard copy and/or website</p>	<p>£0.10 per A4</p>



		sheet
Class 6 - Lists and Registers Currently maintained lists and registers only	How the information can be obtained	Cost of supply
Any publicly available register or list	Only available by inspection	N/A
Assets Register	Only available by inspection	N/A
Disclosure log (indicating the information that has been provided in response to requests) what is this	Only available by inspection	N/A
Register of members' interests	Only available by inspection	N/A
Register of gifts and hospitality	Only available by inspection	N/A
Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	How the information can be obtained	Cost of supply

Current information only		
Allotments	Currently none in parish (1898-1967 at Hampshire Archives)	N/A
Burial grounds and closed churchyards	None under control of BPC	N/A
Community centres and village halls	N/A (Village hall not managed by BPC)	N/A
Playing fields and recreational facilities	Hard copy and/or website	£0.10 per A4 sheet +pp
Seating and memorial	Hard copy and/or website	£0.10 per A4 sheet +pp
Bus shelters	Hard copy and/or website	£0.10 per A4 sheet +pp

Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy and/or website	£0.10 per A4 sheet +pp

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per A4 sheet (black & white), 20p per A3 sheet	Actual cost
	Scanning @ 30p per sheet (colour)	Actual cost
	Postage and packing	Actual cost of Royal Mail standard 2nd class
	Telephone calls	Actual cost of call only, as shown on telephone bill

Statutory Fee		Total work of up to 18 hours -free  Total work of over 18 hours £25.00 per hour. Please note that NMPC are entitled to refuse to supply information estimated to involve more than 18 hours work.
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Please note that these charges only apply to work carried out by Netley Marsh Parish Council. Records held by Hampshire Archives can only be accessed via their office and will be charged by them according to their own rates.

Contact details: - Mrs R Cooper, Parish Clerk, Kilderkin, Lea Road, Blackfield, Southampton SO45 1YW. Telephone:- 023 8089 1723

Email:- [netleymarshpc@parish.hants.gov.uk](mailto:netleymarshpc@parish.hants.gov.uk) www.

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Adopted by council on **16 June 2010** C:\Documents and Settings\Ros\My Documents\NMPC!\Netley Marsh PC\PoliciesandProcedures\Freedom of Information Policy2010.doc,