



Freedom of Information Policy

About the Act

The Freedom of Information Act gives a general right of access to all types of recorded information held by public authorities, including the Council. Individuals already have the right of access to information about themselves under, for example, the Data Protection Act 1998. The Freedom of Information Act 2000 extends this right to allow public access to all types of information held. For further information visit the [Information Commissioner](#) web site.

How to make a request

Before making a request for information, please check the Council's Publication Scheme to make sure that the information you require is not already available. If the information is already on the Publication Scheme then we will not provide this again under the Freedom of Information Act. Requests for information not available through the Publication Scheme can be submitted in writing to the address at the bottom of this page. You will need to provide a contact name; a contact address, and your request (which MUST be specific).

We will respond within 20 working days. Please do not contact us during this period, unless you have further information to add to your request.

Charges

We will usually provide the information requested free of charge as it will be displayed on the website. However, where a charge is made you will be notified of the amount payable in writing prior to us providing the information.

Under the Freedom of Information Act there is an upper limit above which we do not have to provide information. This limit for local authorities is £450. The general guideline for working out whether or not a request may exceed this total is whether the amount of work involved in retrieving the information is likely to exceed 18 hours (2.5 working days).

We aim to advise the requestor of the information that the request will cost more than £450 as early on in the process as possible so that they have the option to adjust their request to bring it under the £450 limit. As soon as the charge is determined a letter will be sent requesting that payment is made before the information can be sent. We can also provide the information on a cost recovery basis if the requester wishes. Where there is an existing charge for information these charges will still apply.

Contact Address

The Clerk to Warmington Parish Council
15 Station Road
Nassington
PE8 6QB
clerk@warmington.org

WARMINGTON PARISH COUNCIL

Publication Scheme	How information can be obtained	HARD COPY
Who we are and what we do		
Organisational information, locations and contacts, constitutional and legal governance		
About the Parish Council	Parish council on website	Hard copy 10p per sheet
Parish Clerk	Clerk details on website	Hard copy 10p per sheet
Councillors	Councillor details on website	Hard copy 10p per sheet
Committee Structure	Committee structure on website	Hard copy 10p per sheet
What we spend and how we spend it		
Financial information relation to projected and actual income and expenditure, tendering, procurement and contracts.		
Precept	Precept on website	
Annual Audit return	Annual return on website	Hard copy 10p per sheet
Standing Orders & Financial Regulations	SOs and FR on website	Hard copy 10p per sheet
Members Allowances and Expenses	Allowances on website	Hard copy 10p per sheet
What our Priorities are and how we are doing		
Strategy and performance information, plans, assessments, inspections and reviews		
Village plan	Website	Hard copy 10p per sheet
Annual Report (current and previous year)	Annual reports on website	Hard copy 10p per sheet
How we make decision		
Policy Proposals and decisions. Decision making processes, internal criteria and procedures, consultation.		
Timetable of Council Meetings and Sub Committees	Meetings on website	Hard copy 10p per sheet
Agenda for Council Meetings	Agendas on website	Hard copy 10p per sheet
Minutes of Council Meetings	Minutes on website	Hard copy 10p per sheet
Reports presented to council meetings –	Reports on website, linked in agendas	Hard copy 10p per sheet
Responses to consultation papers	Responses on website, detailed in minutes	Hard copy 10p per sheet
Responses to planning applications	Planning responses on website, detailed in minutes	Hard copy 10p per sheet
Our Policies and procedures		
Current written protocols for delivering our functions and responsibilities		
Standing Orders	Standing orders on Website	Hard copy 10p per sheet
Financial Regulations	Financial regs on Website	Hard copy 10p per sheet
Co-option Policy	Co-option policy on website	Hard copy 10p per sheet
Rules and Regulations for Warmington Cemetery	Cemetery regs on website	Hard copy 10p per sheet
Risk Assessment Policy	Risk Assessment policy on website	Hard copy 10p per sheet

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Health and Safety Policy	H&S policy on website	Hard copy 10p per sheet
Equality and Diversity Policy	Equality policy on website	Hard copy 10p per sheet
Lists and registers		
Information held in registers required by law and other lists and registers relating to the functions of the authority		
Asset Register	Asset register in accounts	Hard copy 10p per sheet
Declaration of Interest Register	Website (ENC)	Hard copy 10p per sheet
Gifts and hospitality Register	Website	Hard copy 10p per sheet
The services we offer		
Advice and guidance, booklets and leaflets, transactions and media releases.		
Pocket Parks	Pocket parks webpage	
Recreation Ground	Recreation ground webpage	
Changing facilities Recreation Ground	Changing facilities webpage	
Streetlighting		
Allotments	Allotments webpage	
Play area	Play area webpage	
Cemetery		
Churchyard maintenance		
Urban verges		