

LANTEGLOS BY FOWEY PARISH COUNCIL

Freedom of Information Act Policy for Handling Requests for Information

Freedom of Information

The Parish Council adopted the Model Publication Scheme with effect from 23rd June 2014. This scheme will enable members of the public to view and access information held by the Parish Council.

Obtaining Information and Information held

There are three ways to obtain the information:

Parish Council web site

The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the web site first.

Inspect Documents held by the Clerk

If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site or by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment.

Individual Written Request

If the information is not included in the publication scheme or on the web site, you may send a written request to

The Parish Clerk, Lanteglos Parish Council, c/o 9, St saviours Hill, Polruan, Cornwall, PL23 1PR

Your request must include your name, address for correspondence, and a description of the information you require.

Council's Response to a Written Request

Within 20 working days of receipt of your written request the Council will:
confirm to you whether or not it holds the information
advise you if a fee will be charged
provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

Fees

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

Disbursement costs such as printing, photocopying and postage; and
When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.