

Access to information

The Freedom of Information Act 2000 obliges parish councils to provide information through a Publication Scheme and in response to requests made by members of the public. Our council has adopted a model scheme published by the Information Commissioners Office.

Any request for information that includes the name and full contact details of the member of the public requesting the information and contains details of the information required, is deemed to be a valid request under the Act.

A request can be made in writing by email or letter and once a request has been received, the council has 20 working days in which to respond. If a fee is to be paid the response time is put on hold when a fees notice is issued until the payment is received. If no payment is received after three months it is assumed the information is no longer required.

Full details of the model scheme are available on the website of the Information Commissioner's Office: www.ico.gov.uk

Information available from Semer Parish Council under the model publication scheme:

Information to be published	How the information can be obtained	Cost
Who we are and what we do:		
Who's who on the Council and its Committees	Noticeboards Website Hard Copy	Free Free 10p per page
Contact details for Parish Clerk and Council members	Noticeboards Website Hard Copy	Free Free 10p per page
What we spend and how we spend it:		
Annual return form and report by auditor	Hard Copy	10p per page
Finalised budget	Hard Copy	10p per page
Precept	Hard Copy	10p per page
Financial Standing Orders and Regulations	Hard Copy	10p per page
Grants given and received	Hard Copy	10p per page
List of current contracts awarded and value of contract	Hard Copy	10p per page
What our priorities are and how we are doing:		
Annual Report to Parish Meeting	Hard Copy	10p per page
How we make decisions:		
Timetable of meetings	Noticeboards Website Hardcopy	Free Free 10p per page
Agendas of meetings	Noticeboards Website Hard Copy	Free Free 10p per page

Minutes of meetings – note: this will exclude information that is properly regarded as private to the meeting.	Available for inspection Website Hard Copy	Free Free 10p per page
Reports presented to council meetings – note: this will exclude information that is properly regarded as private to the meeting.	Available for inspection Hard Copy	Free 10p per page
Responses to consultation papers	Available for inspection Hard Copy	Free 10p per page
Responses to planning applications	Available for inspection Hard Copy	Free 10p per page
Our policies and procedures:		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct	Available for inspection Hard Copy	Free 10p per page
Policies and procedures for the provision of services and about the employment of staff: Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard Copy	Free 10p per page
Schedule of charges (for the publication of information)	Website (appended to this guide)	Free
Lists & Registers:		
Any publicly available register or list	Hard Copy	10p per page
Assets Register	Website Hard Copy	Free 10p per page
Disclosure log (information given to previous requests under the FoI Act)	Hard Copy	10p per page
Register of members' interests	Hard Copy	10p per page
Register of gifts and hospitality	Hard Copy	10p per page

The Services we offer:

Parish Land Maintenance	Hard Copy	10p per page
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Contact details:

Semer Parish Clerk,
The Hollies, Ash Street, Semer IP7 6QZ

email: pc@semer.suffolk.gov.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Nominal cost.
	Postage	Actual cost of Royal Mail standard 2nd class
	Staff costs @ £25 per hour	Fol fees regulations. (ICO)