

**Approved by Full Council - 19<sup>th</sup> May 2026**

**Review date by - May 2027**

## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

This publication scheme lists the type of information held by Wall Parish Council and states what information is available to the public as part of our normal business activities.

The information covered is included in the classes of information mentioned below, where this information is held by the council.

The scheme commits the Parish Council:

- To proactively publish, or otherwise make available as a matter of routine, information including environmental information, which is held by the council and falls within the classifications below.
- To specify the information which is held by the council and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the council that has been requested, and any updated versions it holds, unless the council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.

### **Classes of information**

#### **Who we are and what we do.**

Organisational information, locations & contacts, constitutional & legal governance.

#### **What we spend and how we spend it.**

Financial information relating to projected & actual income & expenditure, tendering, procurement & contracts.

#### **What our priorities are and how we are doing.**

Strategy and performance information, plans, assessments, inspections and reviews.

#### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

**Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities. Lists and registers. Information held in registers required by law and other lists and registers relating to the functions of the council.

**A description of the services offered.**

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

**The method by which information published under this scheme will be made available**

The council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

**Charges which may be made for information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the council for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

**Charges may be made for actual disbursements incurred such as:**

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority. If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

### **Written requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### **Information available from Wall Parish Council under the Publication Scheme**

All information on the website is free, all hard copies will be charged at 10p per A4 sheet (black and white)

<b>Information to be published</b>	<b>How available</b>
<b>Who We Are and What We Do</b>	
Who is who on the Council	Website / hard Copy
Contact details for the Cllrs and Staff	Website / hard Copy
Contact details for the Parish Council office	Website / hard Copy
Staffing structure	Website / hard Copy
<b>What We Spend and How We Spend It</b>	
Annual return	Website / hard Copy
Internal and External audit reports	Website / hard Copy
Annual budget and precept demand	Website / hard Copy
Expenditure over £250	Website / hard Copy
Quarterly income and expenditure reports	Website / hard Copy
Community Grants made	Website / hard Copy
<b>How We Make Decisions</b>	
Timetable of meetings	Website / hard Copy
Agendas of meetings	Website / hard Copy
Minutes of meetings	Website / hard Copy
Reports presented to council meetings	Website / hard Copy
Responses to consultation papers	Website / hard Copy
Responses to planning applications	Website / hard Copy
<b>Our Polices and Procedures</b>	
Governance Polices (Standing Orders, Financial Regs)	Website / hard Copy
<b>Lists and Registers</b>	
Assets Register	Website / hard Copy
Register of Cllrs Interests	Website / hard Copy

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