



<b>Meeting Date:</b>	<b>26<sup>th</sup> February 2020</b>
<b>Report Subject:</b>	<b>Freedom of Information Act</b>
<b>Contact:</b>	<b>Clerk/Chairman</b>

Ref: 15 – Freedom of Information

The Parish Council approved the adoption and publication of the Model FOI Scheme as detailed below:

**HIGHCLIFFE & WALKFORD PARISH COUNCIL**  
**INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME**  
**SECTION 20 – FREEDOM OF INFORMATION ACT 2000**

<b>INFORMATION TO BE PUBLISHED</b>	<b>HOW THE INFORMATION CAN BE OBTAINED</b>	<b>COST</b>
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**CLASS 1 – who we are and what we do:**

Highcliffe & Walkford Parish Council The Old School House, 254 Lymington Road Highcliffe Dorset, BH23 5ET Clerk: 01425 278665 e-mail: <a href="mailto:Trish.Jamieson@highcliffewalkford-pc.gov.uk">Trish.Jamieson@highcliffewalkford-pc.gov.uk</a>	Website Notice Boards	Free address:
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Councillors	Website	Free
	Hard copy	10p per sheet

Contact details for Councillors and Parish Clerk	Website	Free
	Hard Copy	10p per sheet

**CLASS 2 – What we spend and how we Spend it**

Current and previous financial year Annual Budget Annual Return & Auditors Report Precept	Personal viewing of the documentation by appointment with Parish Clerk at the Parish Office	
Financial Regulations and Standing Orders	Website	Free

### **CLASS 3 – What our priorities are and How we are doing**

Annual Report to Parish Meeting Business Plan	Website Hard copy	Free 10p per sheet
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### **CLASS 4 – How we make decisions**

Timetable of meetings:  
all Parish Council meetings are held  
on the last Wednesday of each month.

A timetable of Council Meetings is available	by e-mail hard copy	free 10p per sheet
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Agendas	on all Notice Boards Website By e-mail hard copy	free free 10p per sheet
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Minutes	Website Hard copy	free 10p per sheet
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Reports presented to Council Meetings	website Hard copy	free 10p per sheet
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Responses to planning applications	on BCP website Hard copy	free 10p per sheet
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### **CLASS 5 – Our policies and procedures**

Standing Orders Terms of reference for Sub Groups Delegated authority to officers Code of Conduct Policy statements	Hard copy	10p per sheet
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Policies and procedures for handling Requests for information Complaints procedure	as required by the Freedom of Information Act 2000	
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Information security policy	personal viewing by appointment With the Parish Clerk	
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Data Protection Policies	as required by Data Protection Act 1998	
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### **CLASS 6 – Lists and Registers**

Any publicly available register or list Asset Register Register of Members' interests Register of Gifts and Hospitality	on application to the Parish Clerk	
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## **CLASS 7 – The services we offer**

Allotments

Parks, playing fields and recreational  
Facilities

on application to the  
Parish Clerk

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### **SCHEDULE OF CHARGES:**

Postal fees: as current Royal Mail second class rate

Photocopying: 10p per sheet

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Contact details:-

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01425 278665 e-mail: [Trish.Jamieson@highcliffewalkford-pc.gov.uk](mailto:Trish.Jamieson@highcliffewalkford-pc.gov.uk)

Highcliffe & Walkford Parish Council  
Model Publication Scheme – Freedom of Information – Adopted 26 February 2020