



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

Ref: 16 – 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

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
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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: Trish.Jamieson@highcliffewalkford-pc.gov.uk	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

SCHEDULE OF CHARGES:

Postal fees: as current Royal Mail second class rate

Photocopying: 10p per sheet

Contact details:-

MRS TRISH JAMIESON, THE OLD SCHOOL HOUSE, 254 LYMINGTON ROAD HIGHCLIFFE BH23 5ET – Tel:
01425 278665 e-mail: Trish.Jamieson@highcliffewalkford-pc.gov.uk

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