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
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:
Councillors	Website Hard copy	Free 10p per sheet
Contact details for Councillors and Parish Clerk	Website Hard Copy	Free 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	Website	Free
Business Plan	Hard copy	10p per sheet

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	free
	hard copy	10p per sheet
Agendas	on all Notice Boards	
	Website	free
	By e-mail	free
	hard copy	10p per sheet
Minutes	Website	free
	Hard copy	10p per sheet
Reports presented to Council Meetings	website	free
	Hard copy	10p per sheet
Responses to planning applications	on BCP website	free
	Hard copy	10p per sheet

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
Policies and procedures for handling Requests for information Complaints procedure	as required by the Freedom of Information Act 2000	
Information security policy	personal viewing by appointment With the Parish Clerk	
Data Protection Policies	as required by Data Protection Act 1998	

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

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

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