



# **Boldre Parish Council**

## **Freedom of Information Policy**

Version: 1.3

Adopted: 13/07/2020

For queries on this document, please contact the Clerk to the Parish.

**Address:** c/o Pilley Community Shop, PILLEY, Lymington, SO41 5QP

**Phone:** 07751 497597

**Email:** [clerk.boldre@parish.hants.gov.uk](mailto:clerk.boldre@parish.hants.gov.uk)

## **Freedom of Information Policy**

1. This policy has been prepared by Boldre Parish Council and commits the council to make information available to the public as shown in the table below. No information will be released where it discloses personal information which would breach the Data Protection Act.
2. Requests for information must be in writing to current parish clerk (this includes email) with full description, showing the name and address of the requestor.(See page 8 for details)
3. Boldre Parish Council will acknowledge the request within three working days together with a scale of appropriate charges and then reply with whether it holds the information and, if so, the information will be communicated to the requestor unless the work will take more than 18 hours to complete. In this case Boldre Parish Council is entitled to refuse to provide such information. A reply, together with any relevant information will be supplied to the requestor within 20 days. Where Boldre Parish Council has more than 17 requests for the same or similar information, the information will be aggregated.
4. If Boldre Parish Council does not comply with a request within the statutory deadline the requestor can appeal to the Chairman of the parish council. If the Requestor is not satisfied with this, they can appeal to the Information Commissioners Office:

**Address:** Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

**Tel:** 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

**Website:** <https://ico.org.uk/>



## Information available from Boldre Parish/Community Council under the model publication scheme

Class1 - Who we are and what we do (Organisational information, structures, locations and contacts.  Current information only)	How the information can be obtained	Cost of supply
Who's who on the Council and its Committees	Hard copy and/or website	£0.10 per A4 sheet +pp
Named contact details for Parish Clerk and Council members	Hard copy and/or website.  Parish magazine	£0.10 per A4 sheet +pp
Location of main Council office and accessibility details	No office. Arrangements can be made by telephone to meet at Boldre War Memorial Hall or Sports Pavilion on the recreation ground	N/A
Staffing structure	Hard copy and/or website	£0.10 per A4 sheet +pp



<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	<b>How the information can be obtained</b>	<b>Cost of supply</b>
Annual return form and report by auditor	Hard copy (1999 to date) Reports from 2015 onwards also available on website	£0.10 per A4 sheet +pp
Finalised budget	Hard copy(1997 to date)	£0.10 per A4 sheet +pp
Precept	Hard copy ( Within accounts) (1896-1973 at Hampshire Archives,1973 to date with council)	£0.10 per A4 sheet +pp
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard copy and website (current and one previous version only)	£0.10 per A4 sheet +pp
Grants given and received	Hard copy ( Within accounts) (1896-1973 at Hampshire Archives  1973 to date with council)	£0.10 per A4 sheet +pp
List of current contracts awarded and value of contract	Hard copy (Last two years only)	£0.10 per A4 sheet +pp
Members’ allowances and expenses	N/A (currently not claimed)	N/A



<b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)	<b>How the information can be obtained</b>	<b>Cost of supply</b>
Parish Plan	<ul style="list-style-type: none"><li>• Hard copy (2006 to date)</li><li>• Website (2009 to date)</li></ul>	£0.10 per A4 sheet +pp
Annual Report to Parish or Community Meeting	Hard copy <ul style="list-style-type: none"><li>• 1895-1974 at Hampshire Archives.</li><li>• 1975 to date with council and/or website</li></ul>	£0.10 per A4 sheet +pp
Quality status	N/A	N/A
Local charters drawn up in accordance with Department of Communities and Local Government guidelines	N/A	



<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	<b>How the information can be obtained</b>	<b>Cost of supply</b>
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy (Current year only) Website: 2015 onwards	£0.10 per A4 sheet +pp
Agendas of meetings (as above)	Hard copy (Current year only) Website: 2015 onwards	£0.10 per A4 sheet +pp
Minutes of meetings (as above) – N.B. This will exclude information that is properly regarded as private to the meeting.	Hard copy. (1895-1974 at Hampshire Archives. 1974 to date with council) Website: 2015 onwards	£0.10 per A4 sheet +pp
Reports presented to council meetings – N.B. This will exclude information that is properly regarded as private to the meeting.	Hard copy with current year on website. (1895-1974 at Hampshire Archives. 1974 to date with council)	£0.10 per A4 sheet +pp
Responses to consultation papers	Hard copy and/or website.(Included in minutes, 1895-1974 at Hampshire Archives. 1974 to date with council)	£0.10 per A4 sheet +pp
Responses to planning applications	Hard copy. Last two years only. (prior comments with NPA/NFDC as appropriate)  Formal recommendations in relevant meeting minutes. (see above for availability).	£0.10 per A4 sheet +pp
Bylaws	N/A	N/A



<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	<b>How the information can be obtained</b>	<b>Cost of supply</b>
<u>Policies and procedures for the conduct of council business:</u>  Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements	Hard copy and/or website	£0.10 per A4 sheet +pp
<u>Policies and procedures for the provision of services and about the employment of staff:</u>  Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)  Disciplinary, dismissal & grievance procedure	Hard copy and/or website	£0.10 per A4 sheet +pp
Information security policy		£0.10 per A4 sheet +pp
Records management policies (records retention, destruction and archive)	Hard copy and/or website	£0.10 per A4 sheet +pp



Data protection policy	Hard copy and/or website	£0.10 per A4 sheet +pp
Schedule of charges (for the publication of information)	Hard copy and/or website	£0.10 per A4 sheet +pp





<b>Class 6 – Lists and Registers</b>	<b>How the information can be obtained</b>	<b>Cost of supply</b>
Currently maintained lists and registers only		
Any publicly available register or list	Only available by inspection	N/A
Assets Register	Only available by inspection	N/A
Disclosure log (indicating the information that has been provided in response to requests)	Only available by inspection	N/A
Register of members' interests	Only available by inspection	N/A
Register of gifts and hospitality	Only available by inspection	N/A



<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	<b>How the information can be obtained</b>	<b>Cost of supply</b>
Allotments	Currently none in parish (1898-1957 at Hampshire Archives)	N/A
Burial grounds and closed churchyards	None under control of BPC	N/A
Community centres and village halls	N/A (Village hall not managed by BPC)	N/A
Parks, playing fields and recreational facilities	Hard copy and/or website	£0.10 per A4 sheet +pp
Seating, litter bins, and memorial	Hard copy and/or website	£0.10 per A4 sheet +pp
Bus shelters	Hard copy and/or website	£0.10 per A4 sheet +pp
Agency agreements	N/A	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees	Hard copy and/or website	£0.10 per A4 sheet +pp



### Schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white), 20p per A3 sheet	Actual cost
	Scanning @ 30p per sheet (colour)	Actual cost
	Postage and packing	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
	Telephone calls	Actual cost of call only, as shown on telephone bill
	Hire of Boldre War Memorial Hall to view material	Actual cost of hire of small hall for one session
<b>Statutory Fee</b>		Total work of up to 18 hours -free  Total work of over 18 hours £25.00 per hour. Please note that BPC are entitled to refuse to supply information estimated to involve more than 18 hours work.

Please note that these charges only apply to work carried out by Boldre Parish Council. Records held by Hampshire Archives can only be accessed via their office and will be charged by them according to their own rates.



## Change History

Version	Date	Author	Change Summary
1.0	11/01/09	Mrs M Gaylard (Parish Clerk)	Initial Version
1.1	26/07/15	Oliver Moore	Updated template, Updated ICO contact details
1.2	29/8/16	Peter Lock	Council address
1.3	02/07/20	Oliver Moore	Removed ICO email address – not clear it is still in service. Added Pavilion as possible meeting location. Noted that annual reports and meeting minutes etc. available from 2015 on website.

## Review Log

Version	Date	Reviewer	Comments
1.1	26/07/15	Oliver Moore	ICO contact information incorrect