

# BARTON PARISH COUNCIL

## FREEDOM OF INFORMATION POLICY

Adopted by a resolution of Barton Parish Council on *5 NOVEMBER* 2024

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### **1. Access to information held by the Council**

Barton Parish Council (“the Council”) is committed to engaging in a transparent and open relationship with the residents of the parish of Barton. Where possible, the Council will endeavour to make relevant information available to individuals who may request it, subject to data protection legislation, to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant.

Under the Freedom of Information Act 2000, everyone has a statutory right of access to information held by bodies such as the Council. There are three ways, as set out below, in which you can access information held by the Council.

#### a) Information about the Council

The Council’s website ([www.bartonvillage.org](http://www.bartonvillage.org) – “the Website”) is the main source of information in relation to the Council, its meetings, policies and services. It is regularly reviewed and updated and is a fully accessible site.

#### b) Inspection of documents held by the Clerk

If you would like to look at certain documents, you should contact the Clerk of the Council either by email – [clerk@bartonvillage.org](mailto:clerk@bartonvillage.org) - or in writing to: *[address to be confirmed following Council meeting]*. The Clerk will respond to your request within 5 working days of receipt with a proposed appointment time within the usual hours of business and a venue within the Parish.

#### c) Making a request for information

If the information requested is not available on the Website or in the publication scheme, individuals or organisations may make a written request for such other information by email or by letter to: *[clerk’s address]* Your request must include your name and address, as required under the Act, and a clear description of the information you are seeking as well as whether you would prefer to receive the information electronically (by email) or in hard copy. We will try to meet your preference as far as it reasonably practicable or notify you if we cannot do so.

### **2. Responding to your request**

Within 20 working days of your written request, we will:

- inform you in writing whether or not we hold the information you have requested;
- advise you if a fee will be charged for its provision (such as postage or a photocopying fee); and
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see below).

### **3. Exemptions to disclosure**

The Freedom of Information Act identifies a number of categories of information which the Council is not required to disclose under the Act, such as personal data about individuals which is protected under data protection legislation. In this case, we will write to you stating the exemption which provides the basis for refusal under the Act and why it applies to the information requested. We will communicate this to you within 20 working days of receipt of your request.

### **4. Charges for providing information under the Freedom of Information Act**

In most cases, we will provide the information to you free of charge. However, it should be noted that if the information requested is not readily available in the form in which you are seeking it, the Council may charge a fee based on the costs associated with providing the information, for example photocopying and postage (known as 'disbursements'). Under the Freedom of Information Act, the Council may refuse your request if we estimate that it will cost in excess of the appropriate cost limit (currently £450) to provide the information.

### **5. Freedom of Information Fees Notice**

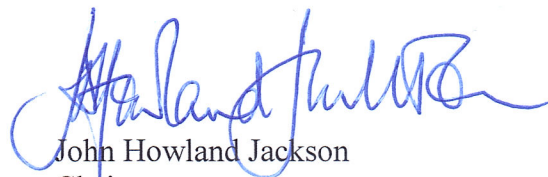
If you need to pay a fee for disbursements or because the costs exceed the appropriate limit, we will write to inform you of the fee required within 20 working days of receipt of your request. This is known as a 'Fees Notice'. When you are issued a Fees Notice, the 20 day working limit for responding stops and will start again when we receive payment. If we do not receive the fee from you within three months, we are not obliged to comply with the request.

### **6. Complaints**

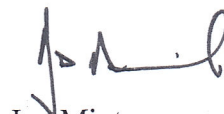
If you are unhappy with the way the Council has responded to a request for information, please write to the Clerk at the address shown above.

If you are still not satisfied, you may contact the Information Commissioner's Office at any time. More information can be found on the ICO web site.

approved and adopted by Barton Parish Council on *5<sup>th</sup> November* 2024



John Howland Jackson  
Chair



Ian Minto  
Clerk