



## Freedom of Information Requests

Under the Freedom of Information Act 2000 (section 19), Froyle Parish Council is required to adopt and maintain a Publication Scheme setting out the types of information it will make available, how information can be obtained and the level of charge for the information. The information available from Froyle Parish Council under the Freedom of Information Act (FOIA) Model Publication Scheme is provided below:

**Froyle Parish Council uses the following means to make the information available:**

- **Where information is shown as being available ‘via website’, it can be found by searching the Froyle Parish Council website [www.froyleparishcouncil.org.uk](http://www.froyleparishcouncil.org.uk)**

The website holds the type of information which the Council routinely publishes e.g. minutes and agendas or is statutory obliged to place in the public domain. The information you require may already be included so please check the documents on the website via the links before submitting a request;

- **Where information is shown as being available on request**, a written request may be sent:
  - by email to [fpc@froyleparishcouncil.org.uk](mailto:fpc@froyleparishcouncil.org.uk);
  - by telephone or text message (07979 030571)
  - by post to the Froyle Parish Clerk, c/o Old Chapel Cottage, Lower Froyle, GU34 4LS; or
  - by physical inspection subject to arrangements being agreed in advance with the Parish Clerk [clerk@froyleparishcouncil.org.uk](mailto:clerk@froyleparishcouncil.org.uk);
- **Where information is shown as being displayed on village noticeboards** located:
  - in **Lower Froyle** at Hadwicks Corner and in the bus shelter by the Village Hall; and
  - in **Upper Froyle** outside Manderley (opp. Gid Lane) and on Jubilee Green.

**Froyle Parish Council will respond to the submission of a written request** within 20 working days of receipt to:

- confirm whether or not it holds the information;
- advise if a fee will be charged; and
- provide the information (after any relevant fee has been paid) unless an exemption applies as below.

**Requested information will be made available unless:**

- Froyle Parish Council does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by or in breach of the Council’s obligations under another statute e.g. GDPR Data Protection;
- the information is readily and publicly available from an external website. Such information may have been provided by the public authority or on its behalf in which case, the authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible;
- it would be impractical or resource-intensive to prepare the material for routine release;
- the request is vexatious, or in other words, it has the potential to cause a disproportionate or unjustified level of disruption, irritation or distress; or,
- the request repeats previous requests from the same person (unless a reasonable period has elapsed).

## Information available from Froyle Parish Council under the Model Publication Scheme

*(based upon Information Commissioner's Office model template Version 3)*

### Notes:

- All FOI requests must include the requestors name, address for correspondence, and a detailed description of the information you require.
- Where information is shown as being available 'on request', the request may be made in writing (by letter to the Parish Council), by telephone or text message to (07979 030571) or by email to [fpc@froyleparishcouncil.org.uk](mailto:fpc@froyleparishcouncil.org.uk).

Information categories	Via Website	On Request	Other
<b>Class 1 – Who are we and what do we do</b> <i>(Organisational information, structure, location and contact details) – current information only</i>			
<a href="#">Who's who on the Parish Council?</a> - Postal address and email - Contact number - Area of responsibility	Yes	Yes	Notice boards
<a href="#">Froyle Parish Council contact details</a> (no staffed office) - Address c/o Old Chapel Cottage, Lower Froyle GU34 4LS - Telephone number : 07979 030571 - Email : <a href="mailto:fpc@froyleparishcouncil.org.uk">fpc@froyleparishcouncil.org.uk</a>	Yes		
Staffing structure - Parish Clerk & Responsible Financial Officer (part time) - Email : <a href="mailto:clerk@froyleparishcouncil.org.uk">clerk@froyleparishcouncil.org.uk</a>			
<b>Class 2 – What we spend and how we spend it</b> <i>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) - current and previous financial year as a minimum</i>			
<a href="#">Annual Governance &amp; Accountability Return (AGAR)</a>	Yes	Yes	
<a href="#">Audit reports</a>	Yes	Yes	
<a href="#">Approved budget</a> current and previous year	Yes	Yes	
Current year Precept <i>(the Precept is the amount of funding the Parish Council requires to undertake all its activities. East Hants D.C. collects the parish precept as part of the annual Council Tax charge for each property)</i>	Yes	Yes	
<a href="#">Financial Regulations</a>	Yes	Yes	
Grants given and received (see <a href="#">Minutes</a> )	Yes	Yes	
Current contracts awarded (see <a href="#">Minutes</a> )	Yes	Yes	
<b>Class 3 – What our priorities are and how we are doing</b> <i>(Strategies and plans, audits, inspections and reviews)</i>			
Strategic & action plans, Business Plans			
<a href="#">Annual Report to Parish Meeting</a>	Yes	Yes	
<a href="#">Parish Plan</a>	Yes	£5 / copy	
<a href="#">Village Design Statement</a>	Yes	£5 / copy	
<b>Class 4 – How we make decisions</b> <i>(Decision making processes and records of decisions) Current and previous council year as a minimum</i>			
<a href="#">Timetable of meetings (Council and Parish meetings)</a>	Yes	Yes	Notice boards
<a href="#">Agendas of meetings</a>	Yes	Yes	Notice boards
<a href="#">Minutes of meetings</a> – n.b. excludes material that is properly considered to be exempt from disclosure	Yes	Yes	
Results of Parish consultations	Yes	Yes	Village Magazine

Information categories	Via Website	On Request	Other
Responses to planning applications ( <i>search EHDC Planning Portal for Froyle community or by property or application number; for info <a href="#">a list of recent planning applications in Froyle is available on FPC website</a></i> ) <a href="#">Bye-laws</a> (Recreation ground)	Yes	Yes	<a href="#">EHDC Planning portal</a>
<b>Class 5 – Our policies and procedures</b> ( <i>Written protocols, policies and procedures for delivering our services and responsibilities - Current information only</i> )			
<a href="#">Policies and procedures for the conduct of Council business</a> (see website for a full list of policies and link to latest approved version)	Yes	Yes	
Policies and procedures for the provision of services: <ul style="list-style-type: none"> <li>- Policies and procedures for handling requests for information (this document)</li> <li>- Complaints procedures including Councillors <a href="#">Code of Conduct</a></li> <li>- Information including those covering requests for information and operating the publication scheme (this document)</li> </ul>	Yes	Yes	
Records management, <a href="#">personal data</a> and access to information policies <ul style="list-style-type: none"> <li>- Include information security policies, records retention, destruction and archive policies, and data protection policies</li> </ul>	Yes	Yes	
<b>Class 6 – Lists and Registers</b> ( <i>Current year only, some information may only be available by inspection only.</i> )			
<a href="#">Assets register</a> (including details of public land and building assets)	Yes	Yes	
<a href="#">Register of members' interests</a>	Yes	Yes	
<b>Class 7 – Services we offer in the Parish</b> ( <i>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses</i> ) Current information only			
Community centres and village halls ( <i>info available from <a href="#">Froyle Village Hall</a></i> )			No
Parks, playing fields and recreational facilities			Yes
Seating, litter bins, memorials			Yes
<a href="#">Footpath map</a> ( <i>Footpaths are maintained by Hampshire Countryside and local landowners</i> )			Yes
Bus shelters ( <i>maintained by Hampshire County Council</i> )			Yes
Accessible toilet with baby changing facilities			Froyle Pavilion
Burial grounds ( <i>info available from <a href="#">St Mary's Church, Froyle</a></i> )			No

### Schedule of charges for hard copy information

Type of charge	Description	Basis of charge
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Staff time, where the request is considered to exceed 18 hours of staff time.	In accordance with Section 9 of the FOIA a fee may be charged for providing information in response to a request. The fee is determined in accordance with the Fees Regulations. The Fee Regulations set out what charges are permissible for information requests. These charges are currently defined as two elements, prescribed costs and disbursements.