



SKERNE & WANSFORD PARISH COUNCIL

FREEDOM OF INFORMATION PUBLICATION SCHEME

Effective Date:	14th November 2023
Date for Review:	November 2025
Date Reviewed:	

Introduction

The **Freedom of Information Act 2000** came fully into force on 1st January 2005. The aim of the act is to create openness between public authorities and the general public by giving the public the right to access information held by any public authority.

This publication scheme has been produced in accordance with Section 19 of the Freedom of Information Act 2000 (FOIA). A copy of our “guide to proactively published information for the public” follows on at the end of this document. In producing this publication scheme, we hope to give greater access to information held by Skerne & Wansford Parish Council.

Access for all

We have aimed to make our publication scheme as accessible as possible, and as well as viewing the scheme on the website, it is also available in hard copy via the Clerk to the Council.

Publication Scheme

The publication scheme commits the Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the Council.

The Scheme commits the Council to:

- Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Council and falls within the classifications below.
- Specify the information which is held by the Council and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- Produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- Review and update on a regular basis the information the Council makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.

Classes of Information

Who we are and what we do - Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it - Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing - Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions - Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures - Current written protocols for delivering our functions and responsibilities.

Lists and Registers - Information held in registers required by law and other lists and registers relating to the functions of the Council.

The Services we Offer - Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The Classes of Information will NOT generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The Method by which Information Published under this Scheme will be made available

- 1 The Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.
- 2 Information will be provided on the Parish Council's website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, the Parish Council will indicate how information can be obtained by other means and provide it by those means.
- 3 In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.
- 4 Information will be provided in the language in which it is held or in such other language that is legally required. Where the Parish Council is legally required to translate any information, it will do so.
- 5 Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.
- 6 Charges which may be made for Information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the Parish Council for routinely published material will be justified and transparent and kept to a minimum.

Fee charges

Where a fee is charged, it will be clearly displayed on our Publication Scheme next to the relevant information. When a Freedom of Information request is made and requires more than 2 ½ days of staff time in order to determine if we hold the information, to locate and retrieve the information, your request may be exempt because it exceeds the £450 limit under FOIA Section 12. However we will offer you ways in which to condense your request to allow us to provide information free of charge or at a lower charge.

A notice of any fee charges will be sent to you within 20 working days of us receiving your request. We then allow 30 days for you to send the fee to us to allow the request to be processed, please be aware that your request will be considered void if payment is not received within 30 days.

For any request costing more than £5 to photocopy, print out or put into the prescribed format, an additional charge may be made. This will also be notified to you in the method as above. The standard charges that have been set are as follows:

- £25 per hour for staff time - FOIA Section 13
- 10p per black and white print out or photocopy
- 50p per colour print out or photocopy

- Actual disbursement incurred as a result of viewing information, or as a result of complying with FOIA Section 11 to prepare information in a non-standard format or a different format to that held by the Parish Council.
- Actual disbursement incurred for materials or use of specialist equipment.

Charges will also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment will be requested prior to provision of the information.

Written Requests

Information held by the Parish Council that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act 2000.

Exemptions

Certain information held by Skerne & Wansford Parish Council will not be open to the public as it will be covered by one or more of exemptions within the Freedom of Information Act 2000. For example, section 41 provides that information provided in confidence shall not be released under the Freedom of Information Act 2000.

Feedback and Complaints

Requests for information made via the Freedom of Information Act should be addressed to the Clerk. If you are not satisfied with the response received, please contact the Chair of the Skerne & Wansford Parish Council via the website. An internal review of the Clerks reply will be undertaken by the Chair of the parish council. If you are not satisfied with the result of the internal review you should then raise a complaint with the Information Commissioners Office (ICO) under section 50 of the Freedom of Information Act. Contact details for the ICO are available below.

Information Available from the Skerne and Wansford Parish Council

Information to be published	How the information can be obtained	Cost
Who we are and what we do Skerne and Wansford Parish Council consists of nine members from both villages and its purpose is to administrate parish affairs in accordance with all relevant enactments and orders, practising good governance as laid down by statute and abiding by the Code of Conduct. It meets six times a year in the Wansford Village Hall, at 7.30pm usually on a Tuesday of alternate months starting in January. There is a public session within every meeting. The council sends representatives to the Driffeld Navigation Trust, the Nafferton Feoffees, and liaises with the Wansford Village Hall Committee. The council constantly liaises with the East Riding of Yorkshire Council ward councillors, who attend meetings.	Website: www.	Free
Who's who on the council Cllr Charlie Dewhirst (Chair) Cllrs Catherine Bristow, Lee Cawthorne, Connor McKnight-Hill, Soshana McKnight-Hill, Mark Padgett, Jill Pick and Neil Robson.	Website: www.	
Contact details for council members and parish clerk Parish Clerk Mrs Maria Cawthorne Email Charlie Dewhirst Catherine Bristow Lee Cawthorne Connor McKnight-Hill Soshana McKnight-Hill Mark Padgett Jill Pick Neil Robson	Website: www.	
Location of main council office and accessibility details River View, Wansford, minutes, records, accounts and archives available to view by appointment Mon – Weds only.		
Staffing structure Clerk – two hours per week		
What we spend and how we spend it Income	www. E-mail attachment:	Free Free

Precept: 2022/23 £4750 Clerk's salary and expenses, insurance, subscriptions to professional bodies; bus shelters and benches maintenance repairs and renewals, clerk and councillors' training, community grant scheme Other income: Harmony Energy Community Grant £10,000 Wansford Bus Shelter renovation, new website, Christmas tree	Hard copy	10p per sheet
Annual return form and report by auditor	www. E-mail attachment: Hard copy	Free Free 10p a sheet
Finalised budgets	As above	As above
Precept	As above	As above
Financial Regulations	As above	As above
Grants given	As above	As above
Members' allowances and expenses No members' allowances. Expenses claimed very rarely and by resolution of the full council.	From the accounts book – available to view <u>by appointment only</u> at Church Cottage, Wansford, preferably in working hours, tel 254741	10p per sheet
What our priorities are and how we are doing To run the council at a minimum cost and maximum benefit to the tax-payer, abiding by all current legislation.	Contact the clerk or any councillor	
Annual Report to Parish or Community Meeting	Website: www. E-mail attachment: Hard copy	Free Free 10p per sheet
How we make decisions Decision-making process is by resolution following discussion and a show of hands as per Standing Orders. All decisions are recorded in the minute book which is available to view by appointment with the clerk, Mon – Wed daytime only.	Website: www. Minute book: contact the clerk	Free 10p per sheet
Meetings timetable Tuesday of alternate months starting in January. Meetings	www. E-mail attachment:	Free Free

held at Wansford Village Hall and unless otherwise specified on the agenda start at 7.30pm. The annual parish meeting is held prior to the May meeting and starts at 7pm.	Hard copy	10p per sheet
Agendas of meetings (as above) Published on the website.	www. E-mail attachment: Hard copy	Free Free 10p per sheet
Minutes of meetings - This will exclude information that is properly regarded as private to the meeting. Minute book kept by the clerk. Minutes pre-dating 2000 at the Beverley Treasure House. Previous years' minutes available on the website	www. E-mail attachment: Hard copy Minute book – contact the clerk	Free Free 10p a sheet
Reports presented to council meetings - this will exclude information that is properly regarded as private to the meeting.	As above	As above
Responses to consultation papers	As above	As above
Responses to planning applications	As above	As above
Our policies and procedures	As above	As above
Policies and procedures for the conduct of council business	As above	As above
Policies and procedures for handling requests for information	As above	As above
Records management policies Account books and minute books prior to 2000 are kept in the Treasure House, Beverley.	As above	As above
Schedule of charges	As above	As above
Any publicly available register or list Register of electors	To view <u>by appointment only</u> at River View, Mon – Wed only.	10 a sheet
Assets Register	www. E-mail attachment: Hard copy	Free Free 10p a sheet
Register of members' interests	To view by appointment only at River View, Wansford, Mon	10p a

Kept by the clerk and at County Hall, Beverley.	– Wed only.	sheet
Register of gifts and hospitality	Contact the clerk	
The services we offer		

Contact details for the Clerk to Skerne & Wansford Parish Council:
Mrs Maria Cawthorne, River View, Wansford, Driffield, YO25 8NX

Website: www.skerne-wansford-parish-council.gov.uk

Schedule of charges: Actual cost of paper, printing and electricity involved.