FORNHAM ST MARTIN CUM ST GENEVIEVE PARISH COUNCIL
Freedom of Information

Policy and Procedure for Handling Requests for Information

The Parish Council has adopted the ICO Model Publication Scheme with effect from July 2025. This represents the Council's commitment to release information in a recognised format.

A guide detailing the information that is routinely published and how this information can be accessed is included in this document.

1. Verbal requests for information under the Freedom of Information Act 2000 (FOI) will be requested to be put in written form (email will be acceptable) giving the name, correspondence address and details of information required. Information requested under the Environmental Information Regulations Act 2004 (EIR) do not necessarily need to be in writing, although it is the Council's own policy that all such requests should be in written form. Requests for information do not need to refer to FOI or EIR.
2. The Parish Council shall provide proper advice and help to any member of the public seeking information.
3. The Clerk shall agree with the Chairman of the Parish Council whether the requested information is freely accessible, whether it is available in the requested form, whether a Refusal Notice needs to be served in respect of all or part of the requested information and what charges will be levied and the timescale for delivery of the information.
4. The Clerk shall acknowledge a request in writing within three days of receipt of the request and provide a date by which it is anticipated the information will be provided which shall be within 20 working days in normal circumstances. If it is not reasonably possible to provide the information within 20 working days of receipt of the information, the reasons for the delay and a target date shall be provided which must not exceed 40 working days.
5. A fee notice will be issued (if applicable) confirming that the information is held and giving an estimate of the cost of providing the information within a limit of £450. The Council may refuse requests that exceed this limit in which case a refusal notice will be issued (see Policy Reference 6 and 7). Where a fee is to be charged, no information will be provided until after the fee has been received, the 20-day period will be extended by up to three months awaiting payment. After the fee has been received, a response will be given within 20 days.
6. If a Refusal Notice is issued in respect of all or part of the requested information it shall state that the Parish Council is relying upon an exemption and why it applies. Details of the Internal Review procedure shall be enclosed with the Notice and the right of appeal to the Information Commissioner.
7. If a Refusal Notice is issued in respect of all or part of the requested information for any of the following reasons:
    I. The cost of complying with the request will exceed £450
    II. The Parish Council is unable to identify the information despite every reasonable attempt so to do.
    III. The Parish Council considers the request to be vexatious (i.e. to cause harm and/or annoyance rather than to obtain information)
    IV. The information has already been provided or is freely accessible without reference to the Parish Council then details of the right of appeal to the Information Commissioner shall be provided.
8. If the requested information cannot be found within the Parish Council records then the applicant shall be advised, accordingly, as soon as the search is completed. Details of

the Internal Review procedure shall be provided and of the right of appeal to the Information Commissioner.

9. Provided the fee is paid and no exemptions apply the Council are obliged to disclose the information.
10. The Parish Council shall maintain a record of FOI requests.

Website www.fsmsg-pc.gov.uk

Email clerk@fsmsg-pc.gov.uk

Information available from Fornham St Martin cum St Genevieve Parish Council under the Model Publication Scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do *This will be current information only*		
Who's who on the Council and its Committees	Available free on website & noticeboard or hard copy from Clerk.	£1 then 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Available in part free on website & noticeboard or hard copy from Clerk.	£1 then 10p per sheet
Location of main Council office and accessibility details	Available in part free on website & noticeboard or hard copy from Clerk.	£1 then 10p per sheet
Staffing Structure	None except the Clerk	
Class 2 – What we spend and how we spend it *Current and previous financial year as a minimum*		
Annual return form and report by auditor	Available free on website or hard copy from Clerk	£1 then 10p per sheet
Finalised budget	Available free on website or hard copy from Clerk	£1 then 10p per sheet
Precept	Available free on website or hard copy from Clerk	£1 then 10p per sheet
Financial Standing Orders and Regulations	Available free on website or hard copy from Clerk	£1 then 10p per sheet
Grants given and received	Hard copy from Clerk	£1 then 10p per sheet
List of current contracts awarded and value of contract	Hard copy from Clerk	£1 then 10p per sheet
Chairman's expenses	Hard copy from Clerk	£1 then 10p per sheet
Class 3 – What our priorities are *Current and previous year as a minimum*		
Annual Report to Parish or Community Meeting	Available free on website or hard copy from Clerk	£1 then 10p per sheet

Class 4 – How we make decisions *Current and previous council year as a minimum*		
Timetable of meetings	Available free on website or hard copy from Clerk	£1 then 10p per sheet
Agendas of meetings	Available free on website or hard copy from Clerk	£1 then 10p per sheet
Minutes of meetings – note: this will exclude information that is properly regarded as private to the meeting.	Available free on website or hard copy from Clerk	£1 then 10p per sheet
Reports presented to council meetings – note: this will exclude information that is properly regarded as private to the meeting.	Available free on website or hard copy from Clerk	£1 then 10p per sheet
Responses to consultation papers	Available free on website or hard copy from Clerk	£1 then 10p per sheet
Responses to planning applications	Available free on website or hard copy from Clerk	£1 then 10p per sheet
Class 5 – Our policies and procedures *Current information only*		
Policies and procedures for the conduct of council business: Procedural standing orders Code of Conduct Policy statements	Available free on website or hard copy from Clerk	£1 then 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Health and safety policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Available free on website or hard copy from Clerk	£1 then 10p per sheet
Records management policies (records retention, destruction and archive)	Available free on website or hard copy from Clerk	
Data protection policies	Available free on website or hard copy from Clerk	
Schedule of charges (for the publication of information)	Available free on website or hard copy from Clerk	
Class 6 – Lists and Registers *Currently maintained lists and registers only*		
Assets Register	Available in part free on website or hard copy from Clerk	£1 then 10p per sheet
Register of members' interests	Available in free on West Suffolk Council website or hard copy from Clerk	£1 then 10p per sheet
Register of gifts and hospitality	Contact Clerk	£1 then 10p per sheet

Class 7 – The services we offer *Current information only*		
Allotments	Contact Clerk (admin to the Charity)	£1 then 10p per sheet
Burial grounds and closed churchyards	Contact P.C.C. of Fornham St Martin Church	
Community centres and village halls	Contact Community Centre or Village Hall	
Bus shelters	Contact Clerk	£1 then 10p per sheet
Parks, playing fields and recreational facilities	Contact Clerk	£1 then 10p per sheet
Seating, litter bins, dog bins and lighting	Contact Clerk	£1 then 10p per sheet
War Memorial & memorial garden	Contact Clerk	£1 then 10p per sheet
Additional Information *This will provide Councils with the opportunity to publish information that is not itemised in the lists above*		
Parish Newsletter – bi-monthly	Available free on website	
Village Welcome Sheet	No longer in use	

CONTACT DETAILS

Justin Hook, Parish Clerk

2 Clay Hall Cottages, Fornham St Genevieve, IP28 6JF

clerk@fsmsg-pc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ £1 first sheet then 10p per sheet (black & white)	Cost of stationery & admin time
	Postage	Actual cost of Royal Mail standard 2nd class