

# Freedom of Information Act

## Guide to information available from Keswick and Intwood Parish Council

### *Introduction*

Under the Freedom of Information Act (“the Act”) it is the duty of every public authority to adopt and maintain a publication scheme. Publication schemes facilitate the proactive release of information and play a crucial role in supporting and providing greater openness and transparency across the public sector.

In line with section 20 of the Act the information Commissioner has approved a new model publication scheme to be adopted by all public authorities and effective from 1<sup>st</sup> January 2009. This scheme has been adopted by Keswick and Intwood Parish Council without modification and a detailed description of the information available can be found in the Model Scheme published with this Guide.

### *Available Information*

In summary, the information available will include:

- Information about parish councillors and how they can be contacted
- Financial information relating to income and expenditure and audit reports
- The Parish Council’s plans and performance against the plan (typically the Parish Plan and Parish Annual Report)
- Timetables for meetings, Agendas, and the minutes of each meeting. The minutes will be published in draft form typically within two or three weeks of the meeting (having been checked for general accuracy by those attending); and in final form after formal approval by the Council
- Standing Orders (General and Financial) which control the Council’s operations
- A list of Assets owned by the Council and a Register of member’s interests
- A list of the services the Council offers.

### *Charges*

The only charges made for the supply of information will be:

- Photocopying (black and white) 10p per page
- Photocopying (colour) 100p per page
- Postage Actual cost of Royal Mail 2<sup>nd</sup> Class.

***Keswick and Intwood Parish Council has been certified by defra, the Commission for Rural Communities, and NALC (the National Association of Local Councils) as a Quality Parish Council.***

*Phillip Brooks (T. 01603 250639)*

*Parish Clerk*

*1<sup>st</sup> January 2009*