

Information Available from Thirlwall Parish Council under the Freedom of Information Act Publication Scheme [2009]

The Parish Council's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide leadership focus for the community. The Parish Council makes its information available on written request. In so doing, the Council is following the provisions of the Freedom of Information Act 2000.

The purpose of this Publication Scheme is to ensure that the Parish Council will publish more information pro-actively and help it to develop a greater culture of openness and transparency. We have to charge for this information, to account for some of the costs of production. The cost may include an element of staff time if research or investigative works are required. The publication scheme will be revised from time to time.

All documents are available on written application to the **Parish Clerk** at Four Wynds, Longbyre, Greenhead, Northumberland CA8 7HN

Some documents can be downloaded from www.thirlwallparishcouncil.org.uk

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGES |
|----------------------------|------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Printed Information | | £.20 per sheet printed. |
| Research | Staff time to Reply to FOI Request | <p>The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:</p> <ul style="list-style-type: none"> • Disbursement costs such as printing, photocopying and postage; and • When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Council can refuse the request on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work. <p>For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Council can decide to:</p> <ul style="list-style-type: none"> • refuse the request; or • comply with the request and charge for allowable costs as prescribed in the regulations; or • comply with the request free of charge. |

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| | | <p>If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:</p> <ul style="list-style-type: none"> • A fee notice will be sent to the applicant requesting the appropriate fee. • The request will not be answered until the fee has been received. <p>If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.</p> <p>Where the cost is less than the estimated cost then the difference will be refunded to the applicant.</p> |
| Disbursement cost | Photocopying @ 20p per sheet (black & white) | The actual cost incurred by the public authority |
| | Photocopying @ £1.00 per sheet (colour) | The actual cost incurred by the public authority |
| | Postage | Actual cost of Royal Mail standard 2 nd class |