

## **SOUTH LENCHES PARISH COUNCIL**

### **FREEDOM OF INFORMATION POLICY AND PUBLICATION SCHEME.**

This policy sets out arrangements under which information will be provided to applications received in writing for request of information from South Lenches Parish Council under section 19 of the Freedom of Information Act 2000 and Environmental Information regulations 2004.

The Parish Council will:

- Proactively publish or otherwise make available as a matter of routine information, including environmental information, which is held by the council or parish meeting and falls within the classes set out below.
- Specify the information which is held by the council or parish meeting and falls within the classes below.
- Proactively publish or otherwise make available as a matter of routine information in line with the statements contained within the 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 or parish meeting makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is proactively available.
- Make the publication scheme available to the public.

#### **Classes of information.**

- 1) Who we are and what we do.**
- 2) What we spend and how we spend it.**
- 3) What our priorities are and how we are doing.**
- 4) How we make decisions.**
- 5) Our policies and procedures.**
- 6) List and registers.**
- 7) The Services we offer.**

#### **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.
- Information in draft form.
- Information that is no longer readily available as it is contained in files which have been placed in archive storage or is difficult to access for similar reasons.

The publication scheme contains standard paragraphs stating whether any information is subject to charge.

**Procedure for applicants requesting information:**

- a) Applications to be received in written form, signed by the applicant and name and address of applicant to be supplied.
- b) Requests must be clear of information required.
- c) Once received the date received will be noted.
- d) If the information is available within the Council's Publication Scheme the applicant will be advised.
- e) The Council will aim to respond to the request for information within 20 working days.
- f) Any application in regard to personal information will not be dealt with under this procedure.
- g) The Council is not obliged to comply with vexatious or repeated requests.
- h) If payment is required the 20 day period will restart once receipt of payment received.
- i) **NB:** Certain information can be classified as exempt. If information is absolutely exempt there is no obligation under the Act to provide the item requested.
- j) The Council will review this Policy on an annual basis.

This policy was reviewed and approved by South Lenches Parish Council on 11.05.2026

**Signed by the Chair: *Kate Lee***

<b>Information to be published</b>	Information can be obtained (Website/Hard copy/Email/Postage. <b>Website:</b> The following charges may be made for actual disbursements. If a charge is made payment will be advised before information is provided and may be requested prior to giving the information. <b>Cost of hard copies:</b> 10p per sheet +office administration time + postage and packaging.
<b><u>Class1 - Who we are and what we do</u></b> Contact details for the Clerk and Council members	Hard copy/Email/Website. Displayed on Notice Boards situated in Atch Lench, Sheriffs Lench and The Tuer, Church Lench.
Who's who on the Council and its Committees	As above
Location of main Council office and accessibility details	By prior appointment with the Clerk.
Staffing structure	One member of Staff who is the Clerk and Responsible Finance Officer.
<b><u>Class 2 – What we spend and how we spend it</u></b>	All can be inspected by prior arrangement with the Clerk. Hard copy/Email/Website. External audit notices displayed on Notice Boards.
Annual return form and report by auditor	As above
Finalised budget	As above
Precept	As above
Financial Regulations	As above
Grants given and received	Information available on request to the Clerk.
<b><u>Class 3 – What our priorities are and how we are doing</u></b>	

Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy/Email/Website.
Neighbourhood Plan	Website.
<b><u>Class 4 – How we make decisions</u></b>	
Timetable of meetings	Notice Board/Hardcopy/Email/Website
Agendas of meetings	As above
Minutes of meetings	Hard copy/Email/Website
Reports presented to council meetings - NB this may exclude information that is properly regarded as private to the meeting.	As above
Responses to consultation papers	Information available on request to the Clerk.
Responses to planning applications	Relevant minutes. Wychavon District Council Planning website.
<b><u>Class 5 – Our policies and procedures</u></b>	
Procedural standing orders Working Party terms of reference. Delegated authority in respect of officers Councillors Code of Conduct Policy statements	Hard copy/Email/Website Standing Orders. Standing Orders. Website/Hard copy/Email Website/Hard copy/Email.
Policies and procedures for the provision of services and about the employment of staff: Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Advertisement. Contact the Clerk. Hard copy/Email/Website
Records management policies (records retention, destruction and archive)	Website/Hard copy – advice from County Records
Data protection policies	Hard copy/Email/Website
Schedule of charges (for the publication of information)	See costs below
<b><u>Class 6 – Lists and Registers</u></b>	
Assets Register	Hard copy/Email/Website
Register of members' interests	Wychavon District Council
<b><u>Class 7 – The services we offer</u></b>	
Play area	Situated at Ab Lench Road, Church Lench.
Seating, litter bins	Benches Play area; Litter Bins – Play area, Atch Lench Orchard entrance.
Bus shelter	Main street, Church Lench; Corner of Handgate Lane with Evesham Road, Church Lench.
Notice Boards x 2	The Croft, Church Lench; Atch Lench.
Village Pool area (Maintain only –owned by Worcester Diocese.	Evesham Road, Church Lench.

**Contact details:** The Parish Clerk, South Lenches Parish Council, Morton Wood Farmhouse, Morton Wood Lane, Abbots Morton, Worcestershire. WR7 4LU. **Tel: 07835620613**

**Email:** [clerk@southlenchesparishcouncil.org](mailto:clerk@southlenchesparishcouncil.org)