



Old Woughton Parish Council Freedom of Information and Publication Policy

Reviewed and adopted January 2026

Old Woughton Parish Council (henceforth referred to as “the council”) adopted the Model Publication Scheme which enables members of the public to view and access information held by the Parish Council under the following classes:

1. **Who we are and what we do:** Organisational information, locations and contacts, constitutional and legal governance.
2. **What we spend and how we spend it:** Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. **What our priorities are and how we are doing:** Strategy and performance information, plans, assessments, inspections and reviews.
4. **How we make decisions:** Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5. **Our policies and procedures:** Current written protocols for delivering our functions and responsibilities.
6. **Lists and Registers:** Information held in registers required by law, and other lists and registers relating to the functions of the authority.
7. **The Services we Offer:** Advice and guidance, booklets and leaflets, transactions and media releases.

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 in files which have been placed in archive storage, or is difficult to access for similar reasons.

Obtaining information and information held

There are three ways to obtain the information:

1. Parish Council web site:
www.oldwoughton.org.uk
The web site holds information which the Parish Council routinely publishes e.g. minutes, agendas and financial information.
2. Inspect documents held by the Clerk:
This can be arranged by appointment or sent via electronic means if appropriate. If you wish to view documents, contact the Clerk via email clerk@oldwoughton.org.uk or phone 01908 465811.
3. Individual Written Request to: The Parish Clerk
Old Woughton Parish Council
PO Box 6548
Milton Keynes
MK10 1AB

Your request must include your name, address for correspondence, and a detailed description of the information you require.

Parish Council's Response to a Written Request

The Parish Council will respond within **twenty (20) working days** of receipt of your written request to:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (under the 23 exemptions in the Freedom of Information Act)

Fees

The Act only allows the Parish Council to charge for answering Freedom of Information requests when there will be a disbursement costs (ie: printing, photocopying, postage) at the actual rate charged to the Parish Council.

There is no charge for information sent electronically unless staff cost to retrieve such data is excessive.

If estimated staff costs involved in locating and or compiling the information exceed £450 then under these circumstances, the Parish Council can refuse the request on the grounds of cost.

For a series of requests from the same applicant within a 12 month period, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Parish Council can decide to:

- refuse the request
- comply with the request and charge for allowable costs as prescribed in the regulations.

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.

Further Help

If you need help in accessing information from the Parish Council under the Freedom of Information Act, please contact the Parish Clerk:

Telephone: 01908 465811

Email: clerk@oldwoughton.org.uk

You will also find more detailed guidance on the website of the Information Commissioner
<http://www.ico.gov.uk>

Complaints

If you are dissatisfied with the response from the Parish Council then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Review History

August 2012	New policy adopted
March 2015	No changes
January 2026	Updated to include new publication scheme policy from the ICO.

Information available from Old Woughton Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only	Website	Free
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website	Free
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website	Free
Location of main Council office and accessibility details	No council office	n/a
Staffing structure	Website	Free
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Website	Free
Statement of accounts and internal audit report in the format included in the Annual Return form	Website	Free
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Not held	n/a
All items of expenditure above £100	Website	Free

Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Website	Free
Members' allowances and expenses	Website	Free
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Website	Free
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	None available	n/a
Annual Report to Parish or Community Meeting	Website	Free
Quality status	Not held	n/a
Local charters drawn up in accordance with DLUHC's guidelines	Not held	n/a
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	n/a
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Website	Free
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free

Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
Responses to consultation papers	Available on request	Free – if sent electronically
Responses to planning applications	Available on MKCC planning portal	Free
Bye-laws	Not held	n/a
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Website	Free
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website	Free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	Website	Free

Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Website	Free
Class 6 – Lists and Registers Currently maintained lists and registers only.	Not held	n/a
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Not held	n/a
Assets register, including details of public land and building assets	Website	Free
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Website	Free
Register of members' interests	MKCC Website	Free
Register of gifts and hospitality	Not held	n/a
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Website	Free
Allotments	Website	Free
Burial grounds and closed churchyards	Not held	n/a
Community centres and village halls	Not held	n/a
Parks, playing fields and recreational facilities	Not held	n/a
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Not held	n/a
Markets	Not held	n/a
Public conveniences	Not held	n/a
Agency agreements	Not held	n/a
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held	n/a

Additional Information	Not held	n/a
Information not itemised in the lists above		

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 or printing @ 15p per sheet (black & white)	Actual cost incurred
	Photocopying or printing @ 20p per sheet (colour)	Actual cost incurred
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation