

Freedom of Information Policy

The Freedom of Information Act 2000 gives people a general right of access to information held by or on behalf of public authorities. It should create better public understanding of the following:

- How public authorities carry out their duties
- Why they make their decisions; and
- How they spend public money

The Freedom of Information Act gives you a general right of access to all recorded information held by public authorities. Recorded information may be in the form of documents, emails, notes, videos, letters, and even audio tapes. It does not have to be about you, and you do not need to give a reason for wanting it.

How do I get hold of information?

There are two ways to ask for the information held by a public authority.

You can make a formal Freedom of Information request, this must:

- Be in writing
- Clearly describe the information you want; and
- Include your name and address.

Alternatively, the Council already makes some information publically available. Our Guide to Information details these documents. Our website also features minutes of meetings, financial reports, Standing Orders & Financial Regulations, and approved meeting dates. To get information that you can't find on the website but is included on the Guide to Information list you can ask for it in a less formal way than making a formal Freedom of Information request, simply contact the Clerk.

How long will it take to get the information?

As most of our information is publically available we aim to provide what you're looking for within a few days. Requests made under the Freedom of Information Act must be acted upon within 20 days.

If for any reason the Council thinks that there may be a delay you will be contacted to advise this.

What will it cost to get the information?

The Council will provide information covered by the Guide to Information free of charge for the first hour it takes the Clerk to supply, thereafter you will be charged at the Clerk's hourly rate of pay.

Can my request for information be refused?

Yes, BUT only if:

- We estimate the cost of complying will exceed a set limit of £450
- We cannot identify the information you want, in which case we will work with you to clarify your request
- We think your request is vexatious, i.e. the primary purpose of your request is to cause annoyance or harm and not to obtain information
- We have already sent you similar information recently

How do I contact the Clerk?

By post: Jim Stockton
Clerk to Weaverham Parish Council
Weaverham Community Centre
Russet Road
Weaverham
Cheshire
CW8 3HY

By phone: 01606 854451

By email: weaverhamparishcouncil@btopenworld.com OR clerk@weaverhampc.co.uk