



NORTH WALSHAM TOWN COUNCIL

Freedom of Information Policy

under the Publication Scheme

Freedom of Information applies to information held by North Walsham Town Council. We have always been committed to Openness this increases public confidence in our ability to serve the community and we see it as an opportunity to enhance the Public trust and confidence in the Council.

We seek to satisfy all FOI requests promptly within the limit of 20 working days (subject to exemptions), and continue to protect the personal data entrusted to us by disclosing only in accordance with the General Data Protection Regulations and Data Protection Act 2018

We will consult with third parties before disclosing information that could affect their rights and interests. The sections of FOI that will result in information being withheld are sections 21,23,32,34,36,40,41 and 44, where this information is covered by an absolute exemption.

FOI requests cannot be confidential and will be recorded on our website through the disclosure log, along with our responses. Please check below first to see if the information you require is available on our website. Fee Requests will be charged in line with the FOI Fees Regulations and must be paid before the request is processed. If the fee is not paid within 3 months the request will be considered lapsed.

All requests for information will be treated as an FOI request, and can be made through our website www.nwtc.org.uk, or FOI email: FOI@northwalsham-town.co.uk.

Personnel Data requests need to be made on a Subject Access Request Form, available on our website

<u>Information to be published</u>	<u>How the information can be obtained</u> (Hard copy or on website)	COSTS
Class 1 – Who we are and what we do (Organisational Information, structures, locations and contacts) - This will be current information only.		
Who is who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p per page
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 10p per page
Local of main Council office and accessibility details	Website Hard copy – contact Clerk	Free 10p per page
Staffing structure	Website Hard copy – contact Clerk	Free 10p per page
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		

Annual return form and report by auditor	Hard Copy – contact RFO	10p per page
Finalised budget	Hard Copy	10p per page
Precept	Website Hard copy – contact Clerk	Free 10p per page
Financial Regulations and Standing Orders	Website Hard copy – contact Clerk	Free 10p per page
Grants given and received	Hard Copy	10p per page
List of current contracts awarded and value of contract	Hard Copy	10p per page
Members’ allowances and expenses	Not applicable	
<u>Class 3 – What our priorities are and how we are doing</u>		
(Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Not applicable	
Annual Report to Town Meeting	Hard Copy – contact Clerk	10p per page
Quality Status	Not applicable	
<u>Class 4 – How we make decisions</u>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy – contact Clerk	Free 10p per page
Agendas of meetings	Website Hard copy – contact Clerk	Free 10p per page
Minutes of meetings NB This will exclude information that is properly regarded as private to the meeting	Website Hard copy – contact Clerk	Free 10p per page
Reports presented to Council meetings NB This will exclude information that is properly regarded as private to the meeting	Website Hard copy – contact Clerk	Free 10p per page
Responses to consultation papers – see Minutes	Website- meeting minutes Hard copy – contact Clerk	Free 10p per page
Responses to planning applications – see Minutes	Website- meeting minutes Hard copy – contact Clerk	Free 10p per page
Bye-laws	Not applicable	

Class 5 – Our Policies and Procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current Information only :

Asset Register	Website Hard copy – contact Clerk	Free 10p per page
Code of Conduct	Website Hard copy – contact Clerk	Free 10p per page
Complaints Procedure	Website Hard copy – contact Clerk	Free 10p per page
Data Protection Policy	Website Hard copy – contact Clerk	Free 10p per page
Equal Opportunities Policy	Website Hard copy – contact Clerk	Free 10p per page
Financial Regulations	Website Hard copy – contact Clerk	Free 10p per page
Freedom of Information Policy	Website Hard copy – contact Clerk	Free 10p per page
Grants Award Policy	Website Hard copy – contact Clerk	Free 10p per page
Health and Safety Policy	Website Hard copy – contact Clerk	Free 10p per page
Interest Forms for Members	Website Hard copy – contact Clerk	Free 10p per page
Pension Policy	Website Hard copy – contact Clerk	Free 10p per page
Risk Management Finance	Website Hard copy – contact Clerk	Free 10p per page
Record of Grants Awarded	Hard copy – contact Clerk	10p per page
Standing Orders	Website Hard copy – contact Clerk	Free 10p per page
Terms of Reference Committee/ Sub-Committee	Website Hard copy – contact Clerk	Free 10p per page

Class 6 – Lists and Registers

Currently maintained lists and registers only.

Assets Register	Hard copy – contact Clerk	10p per page
Disclosure log (indicating the information that has been provided in response to requests)	Website	Free
	Hard copy – contact Clerk	10p per page
Register of members' interests	Website	Free
	Hard copy – contact Clerk	10p per page
Register of gifts and hospitality	If applicable –contact Clerk for inspection only	
<u>Class 7 – The Service we offer</u>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only :		
Allotments	Hard copy – contact Clerk	10p per page
Burial grounds and closed churchyards	Website	Free
	Hard copy – contact Clerk	10p per page
Community Centre's and village halls	Not applicable (NNDC)	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	No publication	
Markets	Not applicable	
Public Conveniences	Not applicable	
Agency agreements	Not applicable	
Bus shelters	No publication	
Civic Events	Website	Free
	Hard copy – contact Clerk	10p per page
A summary of services the Council is entitled to recover a fee, together with the fees (eg burials)	Hard Copy – contact Clerk	10p per page

Postage – Documents requested by post will be sent by 2nd class post.

Payment for copies and postage will be paid in advance of information being sent out

All replies will be received within 20 working days

Statutory Fee – In accordance with the relevant legislation.

Contact Details: 18 King's Arms Street, North Walsham NR28 9JX Phone: 01692 404114

Town Clerk/RFO - Ms J Shields,

Email - clerk@nwtc.org.uk

Deputy Town Clerk/DPO - Ms T Foster

Email - admin@nwtc.org.uk