



Poulton with Fearnhead Parish Council Publication Scheme (2026)

The Poulton with Fearnhead Parish Council model publication scheme follows this policy. This scheme will enable members of the public to view and access information held by the Parish Council.

Obtaining Information and Information Held

There are three ways to obtain the information:

Parish Council website: The website holds the type of information which the council routinely publishes, minutes and agendas for example. Information you want may already be included in the publication schemes, so please check the documents on the website first before requesting.

Inspect documents held by the clerk: If you wish to view certain documents you should contact the clerk via email, telephone or written form. There will however be a printing charge for hard copies. Contact details are at the end of this policy document.

Individual Written Request: If the information is not included in the publication scheme or on the website, you may send a written request to the Parish Clerk clerk@pwf-pc.gov.uk Your request must include your name, address for correspondence, and a description of the information you require. There may be circumstances where the relevant information may be held on a parish councillor's personal computer, having been provided to them for the purpose of parish council business. In these instances, councillors agree to provide this information in order for the request to be dealt with.

Council's Response to a Written Request

Within 20 working days of receipt of your valid written request the Parish Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged and provide you with the information (after any relevant fee has been paid)
- or inform you that the request has been refused and the reason for refusal

A request may be refused under the following circumstances:

- The request is vexatious
- The request repeats a previous request from the same person

- The request relates to an exemption under the Freedom of Information Act, for example: personal data that would be contrary to the Data Protection Act or if disclosure would prejudice someone's commercial interests.

Fees

The act only allows the Parish Council to charge for answering Freedom of Information requests in the following circumstances.

- 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.
- 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 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.

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:

- 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.
- If the actual cost of completing the request is more than the estimate then the Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, the Council will charge £1.00 per sheet for photocopying and printing documents and recover the actual cost of postage or any other transmission costs from the applicant.

Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Parish Clerk (details below).

CRITERIA FOR THE MODEL PUBLICATION SCHEME SET BY THE INFORMATION COMMISSIONER

The scheme commits a Parish Council to:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can easily be identified and accessed by member of the public. • To review and update on a regular basis the information the authority makes available under this scheme. To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic format that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority if the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. **The term ‘dataset’ is defined in section 11 (5) of the Freedom of Information Act. The term ‘relevant copyright work’ is defined in section 19 (8) of that Act.**

Information available from Poulton with Fearnhead Parish Council under the Model Publication Scheme.

Class 1 - Who are we and what we do	How the information can be obtained	Cost
Who's who on the Council and it's Committees	Website Hard copy available from the Parish Office	Free
Contact details for Parish Clerk and Council Members (named contacts where possible with telephone number and email address (if used))	Website Hard copy available from the Parish Office	Free
Location of main Council Office and accessibility details	Website	Free

	Hard copy available from the Parish Office
Staffing structure	Website	Free

Class 2 – What we spend and how we spend it	How the information can be obtained	Cost
<p>The Parish Council is funded by a precept which is added to the council tax levied on each property in the Parish. The amount of the precept is agreed each year by the Parish Councillors at the annual budget setting meeting held each year.</p> <p>The Parish Council prepares/finalises a Budget for Receipts and Payments for the subsequent financial year commencing on 1 April during the previous December/January to enable a Precept request to be submitted to Warrington Borough Council. The Receipts and Payments report is then updated with monthly/year to date actual figures prior to completion of the Year End Accounts as at 31 March. The Year End Accounts are then transferred onto the required Annual Return which is subsequently checked by both an independent Internal Auditor and the appointed External Auditor.</p> <p>The finances of the Parish Council are managed in line with the agreed Financial Regulations subject to changes resolved on an ad-hoc basis at Parish Council meetings</p>	Hard copy available from the Parish Office

Class 3 – What our priorities are and how we are doing	How the information can be obtained	Cost
Strategic plan and performance indicators (current year and previous year as a minimum)	Hard copy available from the Parish Office
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy available from the Parish Office

Class 4 – How we make decisions	How the information can be obtained	Cost
Timetable of meetings (Council and and committee/ sub committee meetings and parish meetings)	Website Hard copy available from the Parish Office	
Agendas of meetings (as above)	Website Hard copy available from the Parish Office	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting	Website Hard copy available from the Parish Office	
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting	Website Hard copy available from the Parish Office	
Responses to consultation papers	Hard copy available from the Parish Office	
Responses to planning applications	Hard copy available from the Parish Office	
Bye-laws	Hard copy available from the Parish Office	

Class 5 – Our policies and procedures	How the information can be obtained	Cost
(Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference	Website Hard copy available from the Parish Office	

Delegated authority in respect of officers Code of Conduct Policy statements		
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy	Website Hard copy available from the Parish Office	
Health and safety policy 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)	Website Hard copy available from the Parish Office	
Information security policy	Website Hard copy available from the Parish Office	
Records management policies (records, retention, destruction and archive)	Website Hard copy available from the Parish Office	
Data protection policies	Website Hard copy available from the Parish Office	
Schedule of charges (for the publication of information)	Website Hard copy available from the Parish Office	

Class 6 – Lists and Registers Currently maintained lists and registers only	How the information can be obtained	Cost
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	NB: <i>some information may only be available by inspection</i>	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Website Hard copy available from the Parish Office	
Assets register	Website Hard copy available from the Parish Office	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Website Hard copy available from the Parish Office	
Register of member' interests	Website Hard copy available from the Parish Office	
Register of gifts and hospitality	Hard copy available from the Parish Office	

Class 7 – The services we offer	How the information can be obtained	Cost
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses). Current information only.		
Allotments	Hard copy available from the Parish Office	
Parks, playing fields and recreational facilities	Hard copy available from the Parish Office	
Seating, litter bins, clocks, memorials and lighting	Hard copy available from the Parish Office	
Bus shelters	Hard copy available from the Parish Office	

Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website Hard copy available from the Parish Office	
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Date: 16.02.26

Written by: JP

Date for Review: February 2027

Contact details:

Clerk Email: clerk@pwf-pc.gov.uk

Website: <https://pwf-pc.gov.uk/>