

Publication Scheme

Old Catton Parish Council has adopted the Information Commissioner's Office (ICO) Model Publication Scheme under the Freedom of Information Act 2000.

The publication scheme sets out the types of information we publish, how the information can be obtained and any charges that may apply.

Classes of information

The information we publish is grouped in the same seven classes used by the ICO:

1. **Who we are and what we do** – eg Councillor roles, committee structure, contact details
2. **What we spend and how we spend it** – eg budget, precept, assets, expenditure of £500
3. **What our priorities are and how we are doing** – eg annual report, strategic plan, newsletters
4. **How we make decisions** – agendas, minutes
5. **Our policies and procedures** – standing orders, financial regulations, employment policies
6. **Lists and registers** – financial registers, member allowances
7. **The services we offer** – allotments, hall hire, cemetery services

Most of the information is available free on this website under the relevant sections: Council Policies, Council Finance, Meetings and Council Information.

How to access information

Information can be accessed in the following ways:

- Website: free access to documents online
- Email: electronic copies can be supplied where available
- Hard copy: printed copies can be provided on request (see Charges below)

Charges

We aim to make information available free of charge where possible. However, we may apply a charge to cover the cost of printing, photocopying and postage for hard copies. Any charges will be based on the actual cost to the Council and you will be informed before any cost is incurred.

Service	Charge
A4 black & white print	£0.50 per sheet
A4 colour print	£1.00 per sheet
Postage (1 st / 2 nd class)	At cost

Contact us for information

If you cannot find the information you are looking for, or would like it in a different format, please contact:

The Parish Clerk

Old Catton Parish Council

The Pavilion, Recreation Ground

Church Street

Old Catton, NR6 7DS

Email: clerk@oldcattonparishcouncil.co.uk

Telephone: 01603 423880

Requests for information may also be made under the Freedom of Information Act 2000.



REQUEST FOR ACCESS TO INFORMATION UNDER THE FREEDOM OF INFORMATION ACT 2000

To: Parish Clerk
Old Catton Parish Council
The Pavilion, Recreation Ground Church Street
Old Catton Norwich NR6 7DS

Telephone: 01603 423880

Email: clerk@oldcattonparishcouncil.co.uk

Website: www.oldcattonparishcouncil.co.uk

In accordance with Section 8 of the Freedom of Information Act 2000, I wish to request access to the following information which I believe to be held by Old Catton Parish Council. I understand that I may be required to pay a fee for the information and that, where a fee applies, the information will not be released by the Council until the fee has been paid.

I have checked the Council's Publication Scheme and can find no reference to the information I request access to:

I understand that I will not normally be given access to personal information unless I have obtained the written consent of that person.

I understand that the Council may not hold the information I am requesting and that the Council may need to consider whether it is appropriate for my application to be transferred to another public body. Where this is the case, I consent to my application being transferred.

My preferred form of access to the information is: **(tick whichever is appropriate)**

1. View/inspect original information
2. Receive copies by post
3. Receive electronic copies *
4. Other (please specify)

NB. * Restricted to documents which are in electronic format.

My request applies to documents from _____ to _____

Personal Details of Applicant

Please use BLOCK letters

Surname: First Name:

Address:

Tel (Home):

Tel (Business): Mobile

No: Email:

Signed:

Dated:

Office Use Only

Date FOI request received:

Date request transferred to another public body (where applicable): Date

Applicant informed of the transfer (where applicable):

Date Duty to Confirm/Deny exercised (exempt information only): Date Fees

Notice issued (where applicable):

Date by which fee to be paid (where applicable):

Date Applicant given reasons for decision not to release the information and advised of the right to ask for an internal review of the decisions: