

Information Available from FEATHERSTONE PARISH COUNCIL under the Freedom of Information Act Model Publication Scheme [2000]

The Freedom of Information Act 2000 provides public access to information held by public authorities.

It does this in two ways:

- public authorities are obliged to publish certain information about their activities; and
- members of the public are entitled to request information from public authorities.

The Act covers any recorded information that is held by a public authority in England, Wales and Northern Ireland.

Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

All documents are available on written application to the **Town Clerk** at Mount Pleasant Shield Hill, Halkwhistle, Northumberland NE49 9LT

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGES
Research <small>Research</small> <small>Information</small>	Staff time to Reply to FOI Request <small>Research</small> <small>Information</small> <small>Request</small>	The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances: <ul style="list-style-type: none"> • 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 decide to: <ul style="list-style-type: none"> • 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.

TYPE OF CHARGE	DESCRIPTION	AMOUNT OF CHARGE
Disbursement cost	Photocopying @ 50p per sheet (black & white) Photocopying @ £1.50 per sheet (colour)	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: <ul style="list-style-type: none"> • 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.
Information Source	Postage	The actual cost incurred by the public authority
CHARGE	Postage	The actual cost incurred by the public authority
		Actual cost of Royal Mail standard 2 nd class
		Most information can be found on the website or on contact with the clerk for paper copies. Under the Retention of Documents policy, Approved minutes are held at Woodhorn, Ashington at the County Archive centre. A list of council services for the current year is found on the website.

SCHEDULE OF CHARGES

M. Woodcock
 22 May 2024
 Vice Chair