

WEST CREWKERNE PARISH COUNCIL

Incorporating Clapton, Hewish, Woolminstone, Roundham & Henley Manor

Freedom of Information Policy

Freedom of Information

In accordance with the Freedom of Information Act 2000 West Crewkerne Parish Council (hereafter 'WCPC') has a Publication Scheme. A copy of the Publication Scheme is available on the Parish Council's website it can also be obtained from the Parish Clerk. This scheme enables members of the public to view and access information held by the Council.

How to Obtain Information

The Publication Scheme commits WCPC to make information available to the public as part of its normal business activities. Wherever possible WCPC will provide information through its website. The website can be found at westcrewkerne-pc.org.uk. Where information is available in a non-electronic form or when an individual does not wish to access information electronically, an individual can contact the Parish Clerk and ask for the information to be made available to them.

Some information may only be available to view in person. In these circumstances an appointment to view the information will be arranged within a reasonable timescale.

All requests for information should be made in writing either by letter or email. When making a request the following information must be included; your name, contact details for correspondence and a detailed description of the information you require.

Council's Response to a Written Request

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

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information after any relevant fee has been paid (unless an exemption applies).

Exemptions

Some information does not have to be revealed, such as personal information or commercially sensitive data. You can view a full list of these exemptions on the Information Commissioner's website – www.ico.org.uk.

Charges

1. Disbursement costs such as printing, photocopying and postage;
2. 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:

- refuse the request
- comply with the request free of charge
- comply with the request and charge for allowable costs as prescribed in the regulations. If this is the case a fee notice will be sent to the applicant requesting the appropriate fee. The request will then be answered once the fee has been received. Where the cost is less than the fee notice the difference will be refunded to the applicant

Further Help

Please contact the Parish Clerk if you need help in accessing information from the Council under the Freedom of Information Act. Further information can also be found on the Information Commissioner’s website at ico.org.uk

Complaints

If you are dissatisfied with the response from the Council then please put your complaint in writing to the Clerk c/o 20 Lower Touches, Chard TA20 1NY. If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner’s Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

Tel: 0303 123 1113

Website: [Information Commissioner's Office](http://www.ico.org.uk)

Reviewed and adopted by West Crewkerne Parish Council on: 25th Sept 2025 - Minute No: 350

Signed: Chairman