

Freedom Of Information

The Freedom of Information Act 2000 gives a general right of access to all types of recorded information held by public authorities including Parish Councils. The Act sets out exemptions from that right and places a number of obligations on public authorities. Any person who makes a request to a public authority for information must be informed whether it holds that information and, subject to exemptions, supplied with that information.

The Act adds to existing rights under the Data Protection Act 1998 which gave individuals the right of access to information about themselves. For Parish Councils, the Freedom of Information Act extended this right to allow public access to all types of information held.

Flore Parish Council adopted West Northants Council's Code of Conduct in May 2021

On the following pages are documents available and where you can access them from, along with any relevant costs

Prices quoted for hardcopies are black & white.

If a colour version is required the price would be £1 per A4 sheet

Many of the documents are available free from the web site www.flore-pc.gov.uk

Information Requests:

Requests for hardcopies of the information should be made in writing and sent to.

Flore Parish Council
c/o Mrs Susan Halkett
16, St Mary's Way
Weedon
Northants
NN7 4QL

Telephone: 01327 341057

Email: clerk@flore-pc.gov.uk

The Clerk will forward on the relevant document within 10 working days

Documents available from the Model Publication Scheme include:

	Available from	Cost
Class1. Who we are and what we do (organisational information, structures, locations and contacts)– current information only		
Who is on the Council and its Committees	Website Hardcopy – contact the Clerk	Free 10p per A4 sheet
Contact details for Parish Clerk and Council members All Councillors are available via the clerk	Website Hardcopy – contact the Clerk	Free 10p per A4 sheet
Location of Council office	Website Hardcopy – contact the Clerk	Free 10p per A4 sheet
Staffing structure	Clerk/RFO is the only employee	

	Available from	Cost
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	Website Hardcopy – contact the Clerk	Free 10p per A4 sheet
Auditor's reports	Website Hardcopy - contact the Clerk	10p per A4 sheet
Finalised budget	Website Hardcopy – contact the Clerk	10p per A4 sheet
Precept	Website Hardcopy - contact the Clerk	10p per A4 sheet
Financial Standing Orders and Regulations	Website Hardcopy – contact the Clerk	Free 10p per A4 sheet
Financial Assistance Policy (Grants)	Website Hardcopy - contact the Clerk	10p per A4 sheet
Members' allowances and expenses (if any)	Website Hardcopy - contact the Clerk	10p per A4 sheet
Grants given and received	Hard Copy	10p per A4 sheet
List of current contracts awarded and value	Hard copy	10p per A4 Sheet
Members allowances and expenses	Hard copy	10p per A4 sheet

	Available from	Cost
Class 3. What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual report to Parish meetings (minutes on website under relevant date of meeting)	Website Hardcopy – contact the Clerk	Free £2
Annual Governance statements (part of Annual return)	Website	Free
Annual reports	Website Hard copy delivered to all households	Free
Data Protection impact assessment	Hard copy	10p per A4 sheet

	Available from	Cost
Class 4. How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings (Parish Council/ Planning Committee meetings)	Website Hardcopy – contact the Clerk	Free 10p per A4 sheet
Agendas of meetings	Website Hardcopy – contact the Clerk	Free 10p per A4 sheet
Minutes of meetings (<i>this will exclude information that is properly regarded as private to the meeting</i>) Draft until signed off by the Council at next meeting	Website Hardcopy – contact the Clerk	Free 10p per A4 sheet
Reports presented to council meetings (<i>this will exclude information that is properly regarded as private to the meeting</i>)	Hardcopy - contact the Clerk	10p per A4 sheet
Responses to consultation papers	Online surveys	
Responses to planning applications	Part of Parish Council minutes Website	10p per A4 sheet

	Available from	Cost
Class 5. Our policies and procedures – 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	Website Hardcopy – contact the Clerk	Free 10p per A4 sheet
Committee/sub committee terms of reference	Website Hardcopy – contact the Clerk	Free 10p per A4 sheet
Delegated authority in respect of officers	Part of Standing Orders Hardcopy – contact the Clerk	Free 10p per A4 sheet
Code of Conduct	Website Hardcopy – contact the Clerk	Free 10p per A4 sheet
Policy statements	Website Hardcopy – contact the Clerk	Free 10p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff:		
Generic policy statements - various	Website Hardcopy – contact the Clerk	Free 10p per A4 sheet

	Available from	Cost
Class 6. Lists and Registers - Current maintained lists and registers only		
Any publicly available register	Information only available by inspection, no photocopies allowed although notes can be taken – contact the Clerk	
Adopted Neighbourhood Plan	Website West Northamptonshire Council's website	Free Free
Assets Register	Website Hardcopy - contact the Clerk	Free 10p per A4 sheet
Disclosure Log (<i>indicating the information that has been provided in response to requests, recommended as good practice, but may not be held by parish councils</i>)	Not held	
Register of members' interests	Website/West Northants Council	
Register of gifts and hospitality.	Nothing received	

	Available from	Cost
Class 7. The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) - current information only		
Community centres and village halls <i>Not applicable to the Parish Council. There is no community centre. The Village Hall has its own management committee</i>		
Playing field is owned and run by the Brodie Lodge Trust		
Seating, litter bins, memorials and lighting	Information available from the Clerk	
Bus shelters	Information available from the Clerk	
A summary of services for which the council is entitled to recover a fee, together with those fees	Website Hardcopy - contact the Clerk	Free 10p per A4 sheet

	Available from	Cost
Additional information		
This will provide the Council with the opportunity to publish information that is not itemised in the lists above.		
Risk Assessments	Website Hardcopy - contact the Clerk	Free 10p per A4 sheet

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (Black & white)	Actual cost 10p*
	Photocopying @ per sheet (colour) N/A	Actual cost N/A
By post	Cost at time	
	By email	Free
Statutory Fee		In accordance with the relevant legislation

*The actual cost incurred by the public authority.

Provisionally adopted: 7th October 2008.
Ratified : 2nd December 2008
Amended May 2015, basic prices of stamps
Amended May 2025, website/email addresses