

# Benwick Parish Council

## Freedom of Information Policy



Adopted at Council Meeting 02/06/25 (minute ref: 046/25-26 c)

### 1. Introduction

This policy explains how Benwick Parish Council provides information to the public in line with the Freedom of Information Act 2000.

### 2. Accessing Information

Most information is available via the Council website ([www.benwickparishcouncil.gov.uk](http://www.benwickparishcouncil.gov.uk)).

You can also obtain information via:

- Email: [benwickparishcouncil.clerk@gmail.com](mailto:benwickparishcouncil.clerk@gmail.com)
- In person by appointment
- Monthly Council meetings (meeting dates and agendas on the website)

### 3. Classes of Information

The Council publishes the following categories:

- Who we are and what we do
- What we spend and how
- Priorities and performance
- How decisions are made
- Policies and procedures
- Lists and registers
- Services offered

### 4. Fees

Digital information is available free of charge. If you require paper copies of information you may be charged as follows:

- Black & white A4 printed sheet - 10p per sheet
- Colour A4 printed sheet - 25p per sheet
- Postage – charged at actual cost

### 5. Exemptions

We may withhold information if:

- It is not held
- It is exempt or confidential
- It is available elsewhere
- It is archived, out of date, or costly to produce

### 6. Datasets

If requested, datasets will be provided in reusable formats where appropriate and legally permitted.

### 7. Contact

Parish Clerk: Mrs Abbey Barnes

Tel: 07471344070

Email: [clerk@benwickparishcouncil.gov.uk](mailto:clerk@benwickparishcouncil.gov.uk)