Lower Withington Parish Council
Freedom of Information Publication Scheme

This publication scheme commits the Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits the Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information:

1. **Who we are and what we do.**
   Organisational information, locations and contacts, constitutional and legal governance.

2. **What we spend and how we spend it.**
   Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

3. **What our priorities are and how we are doing.**
   Strategy and performance information, plans, assessments, inspections and reviews.

4. **How we make decisions.**
   Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

5. **Our policies and procedures.**
   Current written protocols for delivering our functions and responsibilities.

6. **Lists and registers.**
   Information held in registers required by law and other lists and registers relating to the functions of the authority.

7. **The services we offer.**
   Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme.

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.
Charges may be made for information subject to a charging regime specified by Parliament.
Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Contact details: Clerk & Responsible Financial Officer.
Email: clerk@lowerwithington-pc.gov.uk
Telephone: 01477 571444
Post: The Folly Farm, Swettenham Lane, Swettenham, Congleton, Cheshire. CW12 2LB

Reviewed: 19/05/25
Next review: May 2026

Information available from Lower Withington Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website / electronic copy / hard copy Website / electronic copy / hard copy	Nil Nil
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website / electronic copy / hard copy	Nil
Location of main Council office and accessibility details	Not held	N/A
Staffing structure	Website / electronic copy / hard copy	Nil
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website / electronic copy / hard copy	Nil
Finalised budget	Website / electronic copy / hard copy	Nil
Precept	Website / electronic copy / hard copy	Nil
Borrowing Approval letter	Not held	N/A
All items of expenditure above £100	Website / electronic copy / hard copy	Nil
Financial Standing Orders and Regulations	Website / electronic copy / hard copy	Nil
Grants given and received	Website / electronic copy / hard copy	Nil
List of current contracts awarded and value of contract	Not held	N/A
Members' allowances and expenses	Not held	N/A

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website / electronic copy / hard copy	Nil
Parish Plan	Not held	N/A
Annual Report to Parish or Community Meeting	Website / electronic copy / hard copy	Nil
Quality status	Not held	N/A
Local charters drawn up in accordance with DLUHC's guidelines	Not held	N/A
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Not held	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / electronic copy / hard copy	Nil
Agendas of meetings (as above)	Website / electronic copy / hard copy	Nil
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website / electronic copy / hard copy	Nil
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website / electronic copy / hard copy	Nil
Responses to consultation papers	Website / electronic copy / hard copy	Nil
Responses to planning applications	Website / electronic copy / hard copy	Nil
Bye-laws	Not held	N/A
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 • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	 Website / electronic copy / hard copy Not held Website / electronic copy / hard copy Website / electronic copy / hard copy Website / electronic copy / hard copy	 Nil N/A Nil Nil Nil

Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	 Not held Not held Not held Not held Website / electronic copy / hard copy Website / electronic copy / hard copy	 N/A N/A N/A N/A Nil Nil
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies		
Class 6 – Lists and Registers Currently maintained lists and registers only.	(some information may only be available by inspection)	
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Electronic copy / hard copy	Nil
Assets register, including details of public land and building assets	Website / electronic copy / hard copy	Nil
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not held	N/A
Register of members' interests	Website / electronic copy / hard copy	Nil
Register of gifts and hospitality	Not held	N/A
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	(some information may only be available by inspection)	
Allotments	Not held	N/A
Burial grounds and closed churchyards	Not held	N/A
Community centres and village halls	Not held	N/A
Parks, playing fields and **recreational facilities**	Website / electronic copy / hard copy	Nil
Seating, litter bins, clocks, memorials and lighting	Website / electronic copy / hard copy	Nil
Bus shelters	Not held	N/A
Markets	Not held	N/A
Public conveniences	Not held	N/A
Agency agreements	Not held	N/A
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not held	N/A

Additional Information Information not itemised in the lists above		

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying per sheet (black & white)	Actual cost * (To be notified prior to provision of information)
	Photocopying per sheet (colour)	Actual cost * (To be notified prior to provision of information)
	Postage	Actual cost of Royal Mail standard 2nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

- the actual cost incurred
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Lower Withington Parish Council reserves the right to charge for the provision of information, in accordance with the above schedule, where large quantities of information are requested. Where possible, information will be provided free of charge.