



Wimblington & Stonea
Parish Council

Serving the community since 1894

Policy Document: Freedom of Information

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Any queries or requests for amendments should be addressed to:

Pat Amos

Clerk

Wimblington & Stonea Parish Council

clerk@wimblington-pc.gov.uk

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Introduction

The Purpose of this document is to define and describe the Freedom of Information Policy that has been adopted by Wimblington & Stonea Parish Council.

This policy document will be reviewed by members of Wimblington & Stonea Parish Council and updated or amended where necessary.

Overview

This Policy commits to:

1. Proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the Wimblington & Stonea Parish Council and falls within the classifications below.
2. Specify the information which is held by Wimblington & Stonea Parish Council and falls within the classifications below.
3. Proactively publish or otherwise make available as a matter of routine, information in-line with the statements contained within this policy.
4. 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.
5. Review and update on a regular basis the information the Wimblington & Stonea Parish Council makes available under this policy.
6. Produce a schedule of any fees charged for access to information which is made proactively available.
7. Make this publication policy available to the public.

Publication Policy

To publish any dataset held by the Wimblington & Stonea Parish Council that has been requested, and any updated versions it holds, unless the Wimblington & Stonea Parish Council is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in sections 11(1A) and 11(5) of the Freedom of Information Act.

The term 'relevant copyright work' is defined in section 19(8) of that Act.

Classes of Information

1. Organisational information, locations and contacts, constitutional and legal governance.
2. Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
3. Strategy and performance information, plans, assessments, inspections and reviews.
4. Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.
5. Current written protocols for delivering our functions and responsibilities. Lists and Registers. Information held in registers required by law and other lists and registers relating to the functions of the Wimblington & Stonea Parish Council.
6. Advice and guidance, transactions and media releases.

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 (i.e. this document) by which information published under this policy will be made available can be found on the Wimblington & Stonea Parish Council Website:

<https://wimblington-pc.gov.uk/policies/>

Where it is within the capability of Wimblington & Stonea Parish Council, 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, it can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

In exceptional circumstances some information may be available only by viewing in person.

Where this manner is specified, please contact the Parish Clerk at E-mail: clerk@wimblington-pc.gov.uk
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.

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 policy.

Charges

Charges that may be incurred

Charges may be made for information published under this policy.

The purpose of this policy is to make the maximum amount of information readily available at minimum inconvenience and cost to the public.

Charges made by Wimblington & Stonea Parish Council 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 that will be incurred

Charges will be made for actual disbursements incurred such as:

1. Photocopying
2. Postage and packaging
3. Any costs directly incurred as a result of physically viewing information in person

Charges may also be made for information provided under this policy 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.