



FREEDOM OF INFORMATION POLICY

Issue Status: 1 **Last Updated:** 08.01.2026 **Last Reviewed:** 01.05.2026
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Approved by: Cuddington Parish Council **Date:** 27.05.2026
THIS DOCUMENT IS UPDATED REGULARLY AND REVIEWED ANNUALLY

1. Introduction

This policy is a guide on how to handle requests for information. Cuddington Parish Council (the Council) will process requests for information in line with the Freedom of Information Act 2000 by any individual, to all types of recorded information held by the Council. This may include information about third parties, but account must be taken of the General Data Protection Regulations (GDPR) 2018. GDPR 2018 before releasing any such personal information.

This Freedom of Information Policy allows members of the public access to information about the workings of the Council making it accountable and transparent to the public. This policy should be read in conjunction with the *Data Protection Policy*.

2. Responding to Freedom of Information (FOI) requests for information

The request can be made in writing or by email. It must include the requester's name together with a correspondence address and a description of the information required.

- i. If the request is not valid under the provisions of the Act, the Council will explain why and may suggest ways in which your request can be met.
- iii. We do not provide information that can lead to the identification of any other person nor release personal information.

3. Refusal to a request

The Council can refuse a request as there are 23 exemptions in the Freedom of Information Act, notably where disclosure is prevented by law, and, also, where confidential personal information is involved which is protected by the General Data Protection Regulations 2018. Exceptions are also made for information which is still in draft form or archived/difficult to access. This document only covers information currently held by the Council.

4. Charges

The Act allows the Council 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.

The Act allows the Council to charge disbursement costs for answering Freedom of Information requests for:-

- i. photocopying
- ii. postage (Royal Mail standard 2nd class) and packaging
- iii. costs directly incurred as a result of viewing information

The Council will charge for photocopying and printing 10p per black and white sheet and 20p for colour documents, the actual cost of postage and packing and costs directly incurred as a result of viewing information.

5. Information from Cuddington Parish Council

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	Hard Copy, Website or Email	Cost
List of Council members and their responsibilities Email contact details of the Parish Clerk and Councillors Details of any representation on local public bodies	Website	None
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.) Current information only	Hard Copy, Website or Email	Cost
Precept	Hard Copy or Email	Printing Costs for Hard Copy
Accounting Statements External Auditor's Report and Certificate Annual Governance & Accountability Return Finalised Budget Register of Land	Website	None
Management Accounts	Hard Copy or Email	Printing Costs for Hard Copy
Grants given and received Allowances and Expenses	Hard Copy or Email	Printing Costs for Hard Copy
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current information only	Hard Copy, Website or Email	Cost
Annual report to Community Meeting	Website	None
Annual Play Area Inspection report	Hard Copy or Email	Printing Costs for Hard Copy
Local Plan Neighbourhood Plan	Website	None

Class 4 – How we make decisions (Decision making processes and records of decisions) Current information only	Hard Copy, Website or Email	Cost
Timetable of Council Meetings Agendas Hard Copy Website or Email of meetings Minutes of meeting - excluding information that is considered to be exempt from disclosure	Website	None
Byelaws	Website	None
Reports presented to Council meetings – excluding information that is considered to be exempt from disclosure	Hard Copy or Email	Printing Costs for Hard Copy
Responses to planning applications Responses to consultation papers	Hard Copy or Email	Printing Costs for Hard Copy
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard Copy, Website or Email	Cost
Policies and Procedures Risk Assessments	Website	None
Class 6 – Lists and Registers (Currently maintained lists and registers only.) Current information only	Hard Copy Website or Email	Cost
Register of Councillors' interests Disclosure log indicating the information provided in Response to FOIA and EIR requests. Asset Register (Playing Fields, Upper and Lower Village Greens) Playing Field Lease	Hard Copy Website or Email	Printing Costs for Hard Copy
Assets of Community Value	Website	None
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	Hard Copy Website or Email	Cost
Childs Play Area and Play Equipment Picnic Table & Bench seats Bus Shelters Upper Village Green Lower Village Green	Hard Copy or Email	Printing Costs for Hard Copy
Village Voice, run independently but does publish Council articles.	Hard Copy Website	None