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**Fakenham Town Council**

## **FREEDOM OF INFORMATION PUBLICATION SCHEME**

- 1. Introduction**
- 2. Classes of Information**
- 3. Charges**
- 4. Written Requests**
- 5. Refusal to Provide Information**
- 6. Information published**
- 7. Schedule of charges**

### **1. Introduction**

This guide details what information is readily available from Fakenham Town Council under the Freedom of Information Act 2000 Model Publication Scheme, together with the costs. The Model Publication Scheme issued by the Information Commissioner was reviewed by the Town Council on 31<sup>st</sup> July 2024. Any information not listed may be requested, in writing, but may not always be available for reasons outside the control of the Town Council e.g. personal information covered by the Data Protection Act.

However, each request for information will be treated according to its merits and where information cannot be made available, the reasons will be given.

This publication scheme commits an authority 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 an authority:

- 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.

## **2. Classes of Information**

### **Who we are and what we do**

Organisational information, locations and contacts, constitutional and legal governance.

### **What we spend and how we spend it**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **How we make decisions**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures**

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 authority.

### **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.

### 3. Charges

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 because 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.

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.

### 4. 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.

On receipt of a written request for information under the Freedom of Information Act 2000 Fakenham Town Council will tell the applicant whether it holds any information falling within the scope of their request; and will provide that information. Applicants can expect a response within 20 days.

### 5. Refusal to Provide Information

Fakenham Town Council reserves the right to refuse to provide information under the following conditions:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.

### 6. Information Published

| Information to be published  | How the information can be obtained  | Cost   |
|--|--|--|
| <b>Class1 - Who we are and what we do</b><br>Organisational information, structures, locations and contacts. This will be current information only |  |  |
| Who's who on the Council and its Committees  | Website, meetings, contacting the office.<br>hardcopy via the office or post | Free<br>Photocopy charge plus posting cost if posted |
| Contact details for Town Clerk and Council members (named contacts where possible with telephone number and email address (if                      | Website, meetings, contacting the office<br>hardcopy via the office or post  | Free<br>Photocopy charge plus                        |

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| used))  |   | posting cost if posted                               |
| Location of main Council office and accessibility details   | Website, meetings, contacting the office<br>hardcopy via the office or post | Free<br>Photocopy charge plus posting cost if posted |
| Staffing structure  | Website, contacting the office, hardcopy via the office or post             | Free<br>Photocopy charge plus posting cost if posted |
| <b>Class 2 – What we spend and how we spend it</b><br><b>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.</b> |   |  |
| Annual return form and report by external auditor   | Website<br>Hard copy  | Free<br>Photocopy charge plus posting cost if posted |
| Annual Accounts   | Website<br>Hard copy  | Free<br>Photocopy charge plus posting cost if posted |
| Finalised budget  | Website<br>Hard copy  | Free<br>Photocopy charge plus posting cost if posted |
| Precept   | Website<br>Hard copy  | Free<br>Photocopy charge plus posting cost if posted |
| Financial Standing Orders and Regulations   | Website<br>Hard copy  | Free<br>Photocopy charge plus posting cost if posted |
| Grants given and received   | Website<br>Hard copy  | Free<br>Photocopy charge plus posting cost if posted |
| <b>Class 3 – What our priorities are and how we are doing</b><br>Strategies and plans, performance indicators, audits, inspections and reviews.   |   |  |
| Strategic Action Plan   | Website<br>Hard copy  | Free<br>Photocopy charge plus posting cost if posted |
| Annual Report to Parish   | Website<br>Hard copy  | Free<br>Photocopy charge plus posting cost if posted |
| Internal Audit Reports  | Website<br>Hard copy  | Free<br>Photocopy charge plus posting cost if posted |
| <b>Class 4 – How we make decisions</b><br>(Decision making processes and records of decisions)  |   |  |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)   | Website<br>Hard copy  | Free<br>Photocopy charge plus posting cost if posted |
| Agendas of meetings (as above)  | Website<br>Hard copy  | Free<br>Photocopy charge plus posting cost if posted |
| Minutes of meetings (as above) – NB - this  | Website   | Free   |

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| will exclude information that is properly regarded as private to the meeting e.g. Staffing and Contract issues   | Hard copy                                  | Photocopy charge plus posting cost if posted         |
| Reports presented to council meetings – NB - this will exclude information that is properly regarded as private to the meeting e.g. Staffing and Contract issues   | Website<br>Hard copy                       | Free<br>Photocopy charge plus posting cost if posted |
| Responses to consultation papers   | Website<br>Hard copy                       | Free<br>Photocopy charge plus posting cost if posted |
| Responses to planning applications   | Website<br>Hard copy                       | Free<br>Photocopy charge plus posting cost if posted |
| Bye-laws   | Website<br>Hard copy                       | Free<br>Photocopy charge plus posting cost if posted |
| <b>Class 5 – Our policies and procedures</b><br>(Current written protocols, policies and procedures for delivering our services and responsibilities).   |  |  |
| Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Financial Regulations</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers Members' Code of Conduct</li> <li>• Policy statements</li> </ul>   | Website, Contacting the Office<br>Hardcopy | Free<br>Photocopy charge plus posting cost if posted |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services.</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul> | Website, Contacting the Office<br>Hardcopy | Free<br>Photocopy charge plus posting cost if posted |
| Information security policy  | Website, Contacting the Office<br>Hardcopy | Free<br>Photocopy charge plus posting cost if posted |
| Records management policies (records retention, destruction and archive)   | Website, Contacting the Office<br>Hardcopy | Free<br>Photocopy charge plus posting cost if posted |
| Data protection policies   | Website, Contacting the Office             | Free   |

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|   | Hardcopy                                   | Photocopy charge plus posting cost if posted         |
| Schedule of charges (for the publication of information)  | Website, Contacting the Office<br>Hardcopy | Free<br>Photocopy charge plus posting cost if posted |
| <b>Class 6 – Lists and Registers</b><br>Currently maintained lists and registers only - some information may only be available by personal visit and inspection   |  |  |
| Burials Register  | Contacting the Office<br>Hardcopy          | Photocopy charge plus posting cost if posted         |
| Assets Register   | Website, Contacting the Office<br>Hardcopy | Free<br>Photocopy charge plus posting cost if posted |
| Freedom of Information Disclosure log (indicating the information that has been provided in response to requests)   | Contacting the Office<br>Hardcopy          | Photocopy charge plus posting cost if posted         |
| Register of gifts and hospitality   | Contacting the Office<br>Hardcopy          | Photocopy charge plus posting cost if posted         |
| <b>Class 7 – The services we offer</b><br>Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses. Some information may only be available by personal visit and inspection |  |  |
| Allotments  | Website, Contacting the Office<br>Hardcopy | Free<br>Photocopy charge plus posting cost if posted |
| Burial Grounds  | Website, Contacting the Office<br>Hardcopy | Free<br>Photocopy charge plus posting cost if posted |
| Closed Churchyards  | Website, Contacting the Office<br>Hardcopy | Free<br>Photocopy charge plus posting cost if posted |
| Pavilion  | Website, Contacting the Office<br>Hardcopy | Free<br>Photocopy charge plus posting cost if posted |
| Parks, playing fields and recreational facilities   | Website, Contacting the Office<br>Hardcopy | Free<br>Photocopy charge plus posting cost if posted |
| Seating, litter bins, Dog waste bins, clocks, memorials and lighting  | Website, Contacting the Office<br>Hardcopy | Free<br>Photocopy charge plus posting cost if posted |
| Bus Shelters  | Website, Contacting the Office             | Free   |

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|---------------------|--|--|
|                     | Hardcopy                                   | Photocopy charge plus posting cost if posted         |
| Thursday Market     | Website, Contacting the Office<br>Hardcopy | Free<br>Photocopy charge plus posting cost if posted |
| Public conveniences | no service delivered                       |  |

**Contact Details:**

Fakenham Town Council  
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 Oak Street  
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 Email: [info@fakenhamtowncouncil.gov.uk](mailto:info@fakenhamtowncouncil.gov.uk)  
 Website: [www.Fakenhamtowncouncil.gov.uk](http://www.Fakenhamtowncouncil.gov.uk)

**7. Schedule of charges**

This describes how the charges have been arrived at and should be published as part of the guide.

| TYPE OF CHARGE    | DESCRIPTION                                  | BASIS OF CHARGE   |
|-------------------|--|---|
| Disbursement cost | Photocopying @ 15p per sheet (black & white) | Actual cost   |
|                   | Photocopying @ 20p per sheet (colour)        | Actual cost   |
|                   | Postage                                      | Actual cost of Royal Mail standard 2nd class services as appropriate. |
| Officer Time      | Research                                     | Recommend at £20ph – charge dependent upon work involved.             |

**Reviewed at Policy & Resources 16<sup>th</sup> July 2024**

**Ratified at Full Council 31<sup>st</sup> July 2024**