

Axbridge Town Council Freedom of Information Policy

1. Introduction

Axbridge Town Council has adopted the Model Publication Scheme with effect from 1st December 2008. This scheme will enable members of the public to view and access information held by the Town Council.

2. Obtaining Information and Information held

There are three ways to obtain the information:

- Town Council web site (www.axbridge-tc.gov.uk)

The web site holds the type of information which the Council routinely publishes e.g. minutes and agendas. The information you want may already be included in the publication scheme – so please check the documents on the website first.

- Inspect Documents held by the Clerk

If you wish to view certain documents, you should contact the Clerk, either via the facility on the web site or by telephone, or in writing. Some documents require some time to locate, so it may be necessary to make an appointment.

- Individual Written Request

If the information is not included in the publication scheme or on the web site, you may send a written request to

- The Town Clerk, 2 Woodview Road, Cheddar, BS27 3NF
- Your request must include your name, address for correspondence, and a description of the information you require.

3. Town Council's Response to a Written Request

Within 20 working days of receipt of your written request the Town Council will:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (see 'Exemptions' paragraph below).

4. Fees

The Act only allows the Town Council to charge for answering Freedom of Information requests in the following circumstances:

1. Disbursement costs such as printing, photocopying and postage; and
2. When estimated staff costs involved in locating and or compiling the information exceed £450. Under these circumstances, the Town Council can refuse the request

on the grounds of cost, or charge the applicant £20 per hour, plus disbursements for the estimated work.

For the majority of requests, or a series of requests from the same applicant within a 12 month period, it is expected that the charge for locating and compiling information will be less than £450 and therefore, except for disbursement costs, no reimbursement can be sought. However, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Town Council can decide to:

- refuse the request; or
- comply with the request and charge for allowable costs as prescribed in the regulations; or
- comply with the request free of charge.

If the estimated cost of a request is more than £450, and it is decided to release the information and make a charge for the information then:

- A fee notice will be sent to the applicant requesting the appropriate fee.
- The request will not be answered until the fee has been received.
- If the actual cost of completing the request is more than the estimate then the Town Council will incur the additional cost.
- Where the cost is less than the estimated cost then the difference will be refunded to the applicant.

For disbursements costs, the Town Council will charge as set out in the **Guide to Information available under the Publication Scheme** on the website.

5. Exemptions

Some information may not be provided by the Town Council as there are 23 exemptions in the Freedom of Information Act, for example, personal data about individuals which is protected by the Data Protection Act 1998, or commercially confidential information.

6. Further Help

If you need help in accessing information from the Council under the Freedom of Information Act, please contact the Town Clerk (address as before).

You will also find more detailed guidance on the website of the Information Commissioner.

7. Complaints

If you are dissatisfied with the response from the Town Council then you should put your complaint in writing to the Town Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner via the website at www.ico.gov.uk or write to:

Customer Services Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF
Tel: 01625 545700