

Wistaston Parish Council

Freedom of Information Publication Scheme

Adopted: 16 April 2026

Last reviewed: 16 April 2026

Next review due: May 2027

1. Introduction

The Freedom of Information Act 2000 (FOI) gives people a general right of access to information held by public authorities, which should be available and accessible to everyone.

The act was introduced to help bring about a culture of openness within the public sector and give the public a better understanding of how authorities carry out their duties; why they make the decisions they do; and how they spend public money.

The Parish Council already publishes a wide range of information on its website in accordance with the Transparency Code for Smaller Authorities (where applicable) and the Practitioners' Guide 2025, including agendas, minutes, financial information, and governance documents.

2. Exceptions and exemptions

There are legal reasons why information may not be released to you. These are known as exceptions or exemptions.

For example, requests under FOI may be refused because:

- it is a matter covered by data protection legislation,
- it is already available on our website,
- it might be considered prejudicial to the effective conduct of public affairs.

If we do not release information to you, we will explain why.

3. Access to Information

All FOI requests should be done by contacting:

The Parish Clerk
Wistaston Parish Council
104 Church Lane
Wistaston
CW2 8ER

Telephone: 07301026335

Email: clerk@wistastonparishcouncil.org.uk

All information not covered by an exemption will ordinarily be released to the applicant within 20 working days of receipt of the request, unless it is necessary to issue fees notice (see below).

4. Charging Policy

The majority of cases will not attract charges other than those set out in the scheme for photocopying, postage, etc. However, if the request for information is likely to exceed the Appropriate Limit (which is deemed to be 18 hours of staff time), a charge will be made for any additional time above 18 hours.

The applicant will be issued with a Fees Notice and must pay the costs specified therein within a period of three months. The Parish Council is under no obligation to supply the information requested until the applicant has paid the requisite amount. If the costs are not paid within three months then the request lapses.

The Parish Clerk will, in the first instance, consider all requests for the release of information and issue a Fees Notice if appropriate.

5. Complaints

Any complaints concerning the publication scheme or the handling of an FOI request should be forwarded in the first instance to:

The Parish Clerk or the Chairman of the Parish Council

Wistaston Parish Council

104 Church Lane

Wistaston

CW2 8ER

Telephone: 07301026335

Email: clerk@wistastonparishcouncil.org.uk

If the complaint is not resolved satisfactorily, it may be referred to:

Information Commissioner's Office:

Wycliffe House

Water Lane

Wilmslow

SK9 5AF

Telephone: 0303 123 1113

www.ico.org.uk

This Publication Scheme will be reviewed periodically and updated as necessary to reflect changes in the information held by the Parish Council and in line with any updates to the ICO model scheme or the Transparency Code for Smaller Authorities.