



# **DOWNTON PARISH COUNCIL**

## **FREEDOM OF INFORMATION: PUBLICATION SCHEME AND REQUESTS**

This Publication Scheme is based upon the model publication scheme (version 1.2) which has been prepared and approved by the Information Commissioner, and in accordance with The Local Government Transparency Code 2015.

This Publication Scheme has been updated to clarify wording that may previously have been open to interpretation and to ensure it accurately reflects the Council's operational practices for the 2024-25 financial year, including practices that go beyond the statutory minimum requirements.

Signed: Melanie Camilleri  
(Proper Officer and Responsible Financial Officer)

Signed: Cllr Jane Brentor (Chair)

Date: To be ratified by full council on 12 January 2026

## 1. Classes of Information under the Publication Scheme

This publication scheme for Downton Parish Council (the Council) is intended to make sure a wide range of information which falls within the classifications below is easily available to the public without the need to make a specific request for information. The Council has therefore provided the following information on its website [downtonparishcouncil.gov.uk](http://downtonparishcouncil.gov.uk)

### Who we are and what we do

- List of Councillors and their responsibilities
- Staffing structure
- Our contact details

### What we spend and how we spend it

- Precept Return
- Actual income and expenditure (Accounting Statements) for each financial year
- Items of expenditure
- Award of Grants
- PWLB Loan Approval Letter
- Contracts and procurement information

### What our priorities are and how we are doing

- 3-year Plan
- Neighbourhood Development Plan
- Annual Internal Audit Report
- Annual Governance Statement
- Notice of Conclusion of Audit
- External Auditor's Report
- Play Park RoSPA Safety Inspection Reports

### How we make decisions

- Standing Orders
- Financial Regulations
- Agendas and Minutes of Meetings
- Planning Schedules with responses
- Terms of Reference for Committees and Working Groups
- Results of Public Consultations

### Our policies and procedures

- Current written protocols for delivering our functions and responsibilities

### List and Registers

- Asset Register
- Register of Members' Interests

### The Services we provide

- List of Services

## 2. Local Government Transparency Code 2015

The Local Government Transparency Code 2015 was issued to meet the Government's desire to place more power into citizens' hands to increase democratic accountability. The Code sets out details of the minimum data that local authorities must publish dependent upon their annual turnover.

As the Council has a gross annual turnover exceeding £200,000, during the financial year 2025-26 the following data will be published on the Council's website: -

- All items of expenditure

- Procurement and contract information (exceeding £5,000)
- Details of public land and building assets
- Organisation Chart
- Grants to Voluntary, Community and Social Enterprise Organisations
- Annual accounts and audit reports

### **3. Public Inspection of Accounting Records**

Under Section 25 of the Local Audit and Accountability Act 2014, any local government elector of the Council has the right to inspect the Council's accounting records and other relevant documents for a given financial year pending review by the appointed external auditor.

The National Audit Office Guidelines published August 2021 states that interest persons (such as business-rate payers or those who pay fees and charges to the authority) also have the right to inspect.

The Local Audit (Public Access to Documents) Act 2017 extends public inspection rights to journalists

Only local government electors of the Council, however, are entitled to ask the auditor questions about the accounts; and object to them.

The inspection period runs for 30 working days and must include the first 10 working days of July each year, in line with Regulation 15 of the Accounts and Audit Regulations 2015.

Inspection in person: documents will be available to inspect in person without payment at all reasonable times by giving reasonable notice by application to the Council during the 30 working days public inspection period.

Requesting copies: upon application during the 30 working days public inspection period, the Council will supply copies of accounting records and other documents for a reasonable sum to cover the costs directly incurred for copying that information. Costs such as photocopying, printing, and postage/packaging. The Council will confirm what charges apply by issuing a Fees Notice. Payment of these charges is due in advance of viewing the information.

This section does not entitle a person to inspect or copy any part of any record or document containing information which is protected on the grounds of commercial confidentiality or containing personal information (see Section 5. Exemptions).

Where part of any document is exempt from disclosure, and it would not be practical to publish the information in a redacted (edited) form, the ICO accepts it is unreasonable to routinely produce edited versions of these documents.

### **4. Making a Freedom of Information Request**

A valid request must: -

- be in writing (letter or email)
- include the requester's real name
- include an address for correspondence
- describe the information requested (the Act covers information not documents)

Under the Act, the Council may take up to 20 working days to respond, counting the first working day after the request is received as the first day.

If the information is included in the publication scheme, the Council will provide a link to the Council's website where the information can be accessed.

Where it is impracticable to make information available on the website or when an individual does not wish to access the information by the website, the Council will supply copies of accounting records and other documents for a reasonable sum to cover the costs directly incurred for copying that information. Costs such as photocopying, printing, and postage/packaging. The Council will confirm what charges apply by issuing a Fees Notice. Payment of these charges is due in advance of viewing the information. The time limit for complying with the FOI Request excludes the time spent waiting for the fee to be paid.

The FOI Act recognises that freedom of information requests are not the only demand on the resources of the Council. They should not be allowed to cause a drain on the Council's time, energy, and finances to the extent that they negatively affect its normal public functions.

Currently, the cost limit for complying is set at £450. When calculating the costs of complying, the Council can aggregate (total) the costs of all related requests it receives within 60 working days from the same person or from people who seem to be working together.

Under Section 12 of the Act, the Council can refuse a request if it estimates that the cost of compliance would exceed this limit.

## **5. Exemptions**

The FOI Act contains a number of exemptions that allow the Council to withhold information from a requester. Such as: -

- Information the disclosure of which is prevented by law e.g. personal data if releasing it would be contrary to the UK General Data Protection Regulation (the UK GDPR) or the Data Protection Act 2018 (the DPA2018)
- The information requested is already accessible to the requester (that the requester already has the information or is already in the public domain).
- Information the Council is preparing the material for, definitely intend for it to be published, and it is reasonable not to disclose it until then
- 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.

## **6. Vexatious Requests**

All the circumstances need to be considered in reaching what is ultimately a value judgement as to whether the request in issue is vexatious in the sense of being disproportionate, manifestly unjustified, inappropriate, or improper use of FOI.

In that consideration there are four broad themes: -

1. Burden on the Council's staff (the ICO specifically refers to the burden on smaller public authorities, such as parish councils, which have very limited resources)
2. Motive
3. Value or serious purpose
4. Harassment of the staff (particularly if there is evidence to suggest several different requesters could be acting together as part of a campaign).

Section 1(1) of the Act does not oblige the Council to comply with a request for information if the request is deemed vexatious.