

Freedom of Information Act Publication Scheme

Dalton with Newton Town Council – Publication Scheme

Adopted by Full Council on:

Review Date:

Introduction

Dalton with Newton Town Council is committed to the principles of openness, transparency, and accountability and to making information available to the public wherever possible.

This **Publication Scheme** has been prepared and published in accordance with the **Freedom of Information Act 2000** and the **Information Commissioner's Office (ICO) Model Publication Scheme (2024)**.

The scheme enables members of the public to view and access information held by the Town Council, either routinely published or available upon request.

Obtaining Information

There are three main ways to obtain information:

1. Inspecting Documents

You may request to inspect specific documents held by the Council. Please contact the **Clerk** by telephone or in writing to make an appointment. Some documents may require notice to locate and prepare for inspection.

2. Individual Written Request

If the information you require is not included in this publication scheme, you may submit a written request to:

The Town Clerk

Dalton with Newton Town Council
Town Hall, Station Road
Dalton-in-Furness, Cumbria, LA15 8DT
Email: townclerk@daltontowncouncil.gov.uk

Your request must include your name, correspondence address (postal or email), and a clear description of the information requested.

3. Visiting the Council's Website

Many documents and records are freely available on the Council's website:

 www.daltontowncouncil.gov.uk

Council's Response to a Written Request

The Council will respond to all written requests **within 20 working days** of receipt.

Within this time the Council will:

- Confirm whether or not it holds the information requested;
- Advise if any fee is payable; and
- Provide the information (subject to payment of any fee and the application of exemptions under the Act).

If the request involves consideration of the **public interest test** under a qualified exemption, the time limit may be extended by a reasonable period. You will be informed if this applies.

Fees and Charges

The Council is entitled to charge for answering requests for information under the **Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004**.

Charges may include:

1. **Disbursement costs** such as printing, photocopying, and postage; and
2. **Staff costs** incurred in locating or compiling the information, where the estimated time exceeds 18 hours (equivalent to £450 at £25 per hour).

If the estimated cost exceeds £450, the Council may:

- Refuse the request on grounds of cost;
- Comply with the request and charge the full estimated amount; or
- Offer advice and assistance to narrow the scope of the request.

Where applicable:

- A **fee notice** will be issued to the applicant. Work on the request will not proceed until the fee is paid.
- If the final cost is less than the estimate, the difference will be refunded.

Standard disbursement charges:

- Photocopying/printing (black & white): **10p per sheet**
 - Postage: **at actual cost of Royal Mail second class**
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Exemptions

Certain categories of information are exempt from disclosure under the Freedom of Information Act. Examples include:

- Personal data protected under the **UK GDPR** and **Data Protection Act 2018**;
- Information provided in confidence;
- Commercially sensitive information;
- Information intended for future publication.

Where an exemption applies, the Council will inform the applicant of the reason for withholding the information.

Further Help

If you require assistance in accessing information under this scheme, please contact the **Town Clerk** at the address above.

Further detailed guidance about the Freedom of Information Act and your rights can be found on the Information Commissioner's website:

 <https://ico.org.uk/for-the-public/>

Complaints

If you are dissatisfied with the Council's response to a Freedom of Information request, please put your complaint in writing to:

The Town Clerk

Dalton with Newton Town Council
Town Hall, Station Road, Dalton-in-Furness, Cumbria, LA15 8DT

If you remain dissatisfied after the Council's internal review, you may contact the **Information Commissioner's Office (ICO)**:

Information Commissioner's Office

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Website: <https://ico.org.uk>

Telephone: 0303 123 1113

Information to be Published

(All classes below are based on the ICO's Model Publication Scheme for Local Councils.)

Class	Information	How to Obtain	Cost
Class 1 – Who we are and what we do	Councillors, committees, and contact details for Town Clerk	Website / Email / Hard copy	Free / 10p per sheet
Class 2 – What we spend and how we spend it	Annual Governance and Accountability Return (AGAR); auditors' reports; finalised budget; precept; financial regulations; grants; contracts	Website / Email / Hard copy	Free / 10p per sheet (budget £5)
Class 3 – What our priorities are and how we are doing	Parish Action Plan; Chairman's annual report	Website / Email / Hard copy	Free / 10p per sheet
Class 4 – How we make decisions	Meeting timetable; agendas; minutes; consultation responses	Website / Email / Noticeboard / Hard copy	Free / 10p per sheet
Class 5 – Policies and procedures	Standing Orders; Financial Regulations; Code of Conduct; Schedule of charges	Website / Email / Hard copy	Free / 10p per sheet
Class 6 – Lists and Registers	Asset Register; Members' Interests; Gifts and Hospitality Register	Website / Email / Hard copy	Free / 10p per sheet
Class 7 – Services we offer	Newsletter; events; Christmas lights; land management and community projects	Website / Email / Hard copy	Free / 10p per sheet

Schedule of Charges

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying (black & white)	10p per sheet

Type of Charge	Description	Basis of Charge
	Postage	Actual cost (Royal Mail 2nd Class)
Statutory Fee	As identified by legislation	In accordance with relevant regulations

Contact:

The Clerk

townclerk@daltontowncouncil.gov.uk

01229 464000