

# *Felsham Parish Council*

## **REQUESTS FOR INFORMATION POLICY**

Felsham Parish Council has an obligation to make information available to the public under the Freedom of Information Act. The procedure for dealing with applications is as follows;

**To make a request under the Freedom of Information Act please contact the parish council in writing to the Clerk by letter or email.**

Please ensure to include;

Your full name

Your address and postcode

Your email address and/or telephone number (in case of query)

Details of the information you are requesting. Please be as specific as possible to help reduce the time needed to deal with your request – this could affect any costs that you may incur.

Send your application to

Mrs Paula Gladwell  
Parish Clerk  
Green Farm Barn  
Great Green  
Cockfield  
Bury St Edmunds  
Suffolk  
IP30 0HJ

Or email [gladwellpp@aol.com](mailto:gladwellpp@aol.com)

### **Felsham Parish Council will respond by;**

Entering details of your request into its Freedom of Information log book and sending you an acknowledgement.

You will be informed of the date of commencement of the statutory 20 working day period.

You will be advised of the cost that you will need to pay for your request - the payment will be required before the information is provided.

The Parish Council will provide the information you have requested within 20 working days or explain why it is unable to do so.

A request may be refused where;

The request is vexatious or repeated

The cost of complying with the request exceeds the 'appropriate limit'

The information requested falls under one of the exemptions listed in Part II of the Freedom of Information Act.

*Approved by the Council at its meeting held on 16<sup>th</sup> December 2008 (Minute no 1011)*

*Reviewed by the Council at its meeting held on 17<sup>th</sup> February 2009 (Minute no. 2009/049)*

***Reviewed and approved by the council at its meeting held on Tuesday 18<sup>th</sup> May 2010 (Minute No. 2010/120)***