



PINCHBECK PARISH COUNCIL

FREEDOM OF INFORMATION (FOI) POLICY

1. Introduction

Pinchbeck Parish Council (hereafter referred to as 'the Council') adopted the Model Publication Scheme issued by the Information Commissioner's Office on 19 May 2024 and reaffirmed its commitment to the scheme at its Annual Meeting held on 20 May 2025 (Minute 25.091). This Freedom of Information Policy is intended to complement that scheme and outlines how the Council meets its obligations under the Freedom of Information Act 2000.

2. Accessing Information

Information can be accessed in the following ways:

2.1. Council Website:

Routinely published information is made available via the Council's website:
<https://pinchbeck.parish.lincolnshire.gov.uk/>

2.2. Inspection of Documents:

Please contact the Clerk to arrange an appointment to view documents not available online. A description of the information required, together with your name and address, must be provided.

2.3. Individual Written Requests:

Requests under the Freedom of Information Act 2000 must be made in writing, specifying the information sought and providing a name and contact address. Requests may be submitted by post or email to the Parish Clerk.

3. Contact Details:

Clerk to Pinchbeck Parish Council
Parish Office
Pinchbeck Community Hub & Library
48 Knight Street
Pinchbeck
Spalding PE11 3RU
Email: clerk@pinchbeck-pc.gov.uk
Website: <https://pinchbeck.parish.lincolnshire.gov.uk/>

4. Response Times

Routine requests will normally receive a response within 14 calendar days. Formal requests under the Freedom of Information Act 2000 will be acknowledged and responded to within 20 working days, in accordance with statutory timescales.

5. Fees and Charges

Where information is available on the Council's website, it will be provided free of charge. For hard copy requests, charges may be made as follows:

- A4 photocopying: 15p per side (black & white)
- A3 photocopying: 25p per side (black & white)
- Colour copying may be charged at higher actual cost
- Postage at Royal Mail second-class rate

Where the cost of locating, retrieving, or collating the information exceeds £450 (calculated at £25 per hour), the Council may refuse the request, or charge accordingly.

6. Exemptions

Some information may be exempt from disclosure under the Freedom of Information Act 2000. If an exemption applies, the Council will explain which exemption is being relied upon and why the information cannot be released.

7. Complaints and Appeals

If you are dissatisfied with the handling of your request, please contact the Clerk in the first instance. If your concerns are not resolved, the Council's Complaints Procedure may be followed. If you remain unsatisfied, you may contact the Information Commissioner's Office:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF

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