

Cotton Parish Council

Freedom of Information Policy

Adopted: 12 November 2025

Minute reference:

121125/32

The Parish Council adopted the Model Publication Scheme on 14 September 2021; this represents the Council's commitment to openness and transparency providing information in a recognised, timely format and enables members of the public to view and access information held by the Parish Council.

Obtaining Information And Information Held

If you wish to view certain documents under the Freedom of Information Act 2000 (FOI) you should contact the Clerk via email to parishclerk@cotton-pc.gov.uk.

Your request must include your name, address for correspondence, and a description of the information you require. The Clerk will agree with the Chairman of the Parish Council if the information requested is freely available and will respond to a written request within 20 working days of receipt. The Council will confirm if it does/does not hold the information, advise of any fee and if able provide you with the information, after any relevant fee has been paid unless an exemption applies. Where a fee is to be charged no information will be provided until after the fee has been received and the 20-day period will be extended by up to three months awaiting payment. After the fee has been received, a response will be given within 20 days.

The Freedom of Information Act does identify a number of categories of information which the Parish Council is not required to disclose under the Act. In this case, we will write to you stating the exemption which provides the basis for refusal within the Act and why it applies to the information you requested. We will communicate this to you within 20 working days.

Fees

The Act only allows the Council to charge for answering Freedom of Information requests in the following circumstances:

- Disbursement costs such as printing, photo copying • Postage
- Statutory fee

Complaints

If you are dissatisfied with the response from the Parish Council you should put your complaint in writing to the Parish Clerk. If you remain dissatisfied you may contact the Information Commission by email to mail@ico.gov.uk, in writing to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF or telephone 01625 545700

**Information for publishing:
information can be obtained:**

How the

Class1 - Who we are and what we do noticeboard or b (Organisational information, structures locations and contacts) Current information only.	On the website, request from the Clerk
Class 2 - What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current & Previous Financial year as a minimum)	On the website or by request to the Clerk
Class 3 - What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and Previous Financial Year	On the website or by request to the Clerk
Class 4 - How we make decisions request to the (Decision making processes and records of Decisions made)	On the website or by Clerk
Class 5 - Our policies and procedures request to the	On the website or by Clerk
Class 6 - Lists and Registers (Currently maintained request to the lists and registers only)	On the website or by Clerk
Class 7 - The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only.	On request to the Clerk

Schedule Of Charges

Hard copies will incur a fee:

- Photocopying @ £1.00 per sheet (black and white), £1.50 per sheet (colour)
- Postage - actual cost of Royal Mail standard first class.

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