

Dullingham Parish Council

FOI Publication Scheme

This publication scheme has been prepared and approved by the Information Commissioner. It has been adopted by Dullingham Parish Council and will remain valid until further notice. This scheme was reviewed on 3 July 2026.

This publication scheme commits Dullingham Parish Council to make information available to the public as part of its normal business activities. The information covered is included in the classes of information listed below, where this information is held by Dullingham Parish Council. Additional assistance is provided in the sector-specific guidance issued by the Information Commissioner.

The scheme commits Dullingham Parish Council:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held and which falls within the classifications below.
- To specify the information which is held and which falls within the classifications below.
 - To produce and publish the methods by which specific information is made routinely available, so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information made available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
 - To publish any dataset held by Dullingham Parish Council that has been requested, and any updated versions it holds, unless Dullingham Parish Council is satisfied that it is not appropriate to do so. Where reasonably practicable, the dataset will be published in an electronic form that is capable of re-use. If any information in the dataset is a relevant copyright work and Dullingham Parish Council is the only owner, the Council will make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, and otherwise under section 19 of the Freedom of Information Act.
 - The term “dataset” is defined in section 11(5) of the Freedom of Information Act. The term “relevant copyright work” is defined in section 19(8) of that Act.

Classes of information

Who we are and what we do

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it

Financial information related to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing

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Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions

Policy proposals and decisions. Decision-making processes, internal criteria and procedures, and consultations.

Our policies and procedures

Current written protocols for delivering our functions and responsibilities.

Lists and registers

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer

Advice and guidance, booklets and leaflets, transactions, media releases, and descriptions of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, exempt under the Freedom of Information Act, or otherwise properly considered to be protected from disclosure.
- 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.

The method by which information published under this scheme will be made available

Dullingham Parish Council will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within our capability, information will be provided on our website. Where it is not practical to make information available on our website, or where an individual does not wish to access this information online, the “Guide to Information” explains how it can be obtained by other means.

In exceptional circumstances, some information may be available only by viewing it in person. Where this applies, contact details will be provided within the “Guide to Information”. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language it is held.

Obligations under disability, discrimination and any other relevant legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily

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available at minimum inconvenience and cost to the public. Charges made by Dullingham Parish Council for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on our website will be free of charge.

Charges may be made for actual costs incurred, such as:

- Photocopying
- Postage and packaging
- The costs directly incurred as a result of viewing information.

Charges may also be made where they are legally authorised, justified in the circumstances and consistent with the general principles of the right of access to information held by public authorities. Any such charges will be made in accordance with the published schedule within the "Guide to Information".

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

Written requests

Information held by Dullingham Parish Council that is not published under this scheme can be requested in writing. Its provision will be considered in accordance with the provisions of the Freedom of Information Act.

Requests for information should be made to the Parish Clerk using the contact details provided in the "Guide to Information".

Formal approval of this FOI publication scheme

This is approved by:

Dullingham Parish Council

Reviewed: 3 July 2026