



West Meon Parish Council

Freedom of Information Policy

1. Purpose

West Meon Parish Council (WMPC) has adopted the Information Commissioner's Office (ICO) Model Publication Scheme under the Freedom of Information Act 2000. The model was adopted 27th June 2018.

The purpose of the scheme is to make information available to the public as part of our normal business activities.

Freedom of Information

Guide to Information Available from the Council

The following information is available on our website or on request.

1. Who we are and what we do

- Councillor contact details
- Clerk contact details
- Committee structures
- Roles and responsibilities

2. What we spend and how we spend it

- Annual accounts
- Annual Governance and Accountability Return (AGAR)
- Internal audit reports
- External auditor report
- Annual budget and precept information
- Asset register
- Financial regulations
- Approved payments

- Grants awarded

3. What our priorities are and how we are doing

- Monthly meetings
- Agendas and minutes of meetings
- Annual reports

4. How we make decisions

- Standing Orders
- Code of Conduct
- Council Policies

5. Our policies and procedures

- Data Retention Policy
- Data Protection Policy
- Accessibility Statement
- Freedom of Information Policy
- IT & Digital Use Policy

6. Lists and registers

- Asset register
- Register of Members' Interests (held by Winchester City Council)
- Grants awarded

7. Services we offer

- Play areas
- Community grounds
- Community grants
- Monitor of Highways maintenance and regulations
- General Parish health and safety aspects with highways, pathways, river maintenance and flooding alerts
- Community support for parishioners ideas to support and enhance the Parish community and local businesses

Making a Freedom of Information Request

If the information you require is not already published, you may make a written request under the Freedom of Information Act 2000.

Your request must:

- Be in writing (email is acceptable)
- Include your name
- Include a contact address
- Clearly describe the information requested

Please send requests to:

Parish Clerk

Email: clerk@westmeon-pc.gov.uk

We will respond within 20 working days.

Charges

Most information is available free of charge on our website.

If paper copies are requested, we may charge a reasonable fee (for example 10p per printed page plus postage).

Adopted:	Reviewed:	Amendments
3 rd March 2026 (minute ref. 2603-10)		