

DOWNHAM MARKET TOWN COUNCIL FREEDOM OF INFORMATION

WHAT IS THE FREEDOM OF INFORMATION ACT?

The Freedom of Information Act (FOIA) gives you the right to access recorded information held by public sector organisations.

Anyone can request information – there are no restrictions on your age, nationality or where you live.

The FOI Act operates alongside the Data Protection Act and the Environmental Information Regulations. The Data Protection Act allows people to access information about themselves (for example personnel records, or information held by credit reference agencies). The Environmental Information Regulations give people access to information about the environment.

HOW DO I ASK FOR INFORMATION?

For your request to be dealt with according to the Freedom of Information Act, you must:

- contact the Council directly;
- make the request in writing, for example in a letter or an email. You can make a verbal or written request for environmental information;
- give your real name; and
- give an address to which the authority can reply. This can be a postal or email address.

The Information Commissioner's Office (ICO) is an independent body that enforces the Freedom of Information Act, the Data Protection Act and the Environmental Information Regulations, and has produced some guidance, the ['FOI charter'](#), on what to consider before making your request.

WHAT TYPE OF INFORMATION CAN I ASK TO HAVE?

You can ask to have any recorded information. This could be in the form of e-mails, notebooks, videos or tapes.

WHEN WILL I RECEIVE THE INFORMATION?

In most cases we'll aim to respond to your request within 20 working days of receiving it, and if we can't we'll explain why and let you know when you'll receive a reply.

CAN MY REQUEST BE DECLINED?

We'll provide you with the information unless there's a good reason for not doing so - for example if your request relates to the personal details of another person. If we decline your request, we'll let you know why we made this decision. If you don't agree, you can ask us to reconsider our decision. If the request is still declined you can ask the Information Commissioner's Office to review the decision.

WHAT FORMAT CAN I REQUEST INFORMATION TO BE IN?

You can request that your information is supplied in any format (for example paper or electronically), although there may be a charge for some formats.

HOW MUCH WILL IT COST TO MAKE A REQUEST?

A lot of information may be supplied free of charge. However, sometimes you may have to pay a fee, either to cover administration costs, or to pay photocopying or postage costs, or because of the expense involved in finding and supplying the information.

Details of our fees can be found in the attached document.

DOWNHAM MARKET TOWN COUNCIL



6 Market Place, Downham Market, Norfolk, PE38 9DE

Tel: (01366) 387770

E-Mail: info@downhammarkettc.co.uk

Website: www.downhammarkettowncouncil.org.uk

Town Clerk: Claire Dornan

Freedom of Information Model Publication Scheme

DATE & MEETING IMPLEMENTED	15 th July 2025	
DATE OF REVIEW	July 2028	
SIGNED		

Information available from Downham Market Town Council under the model publication scheme
Hard copies of documents are available from the Clerk and will be charged in accordance with the Schedule

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do This will be current information only		
Who's who on the Council and its Committees	Hard Copy Email Website Town Council Office Window	See Schedule Free Free Free
Contact details for Town Clerk and Council Members (name, contact address, telephone number and email)	Hard Copy Email Website Town Council Office Window	See Schedule Free Free Free
Location of main Council office and accessibility details	6 Market Place, Downham Market, PE38 9DE Open hours Monday – Friday 10am – 1pm	
Staffing structure	Hard Copy Email Website	See Schedule Free Free

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 and previous financial year as a minimum

Annual return form and report by auditor	Hard Copy Email	See Schedule Free
Finalised budget	Hard Copy Email	See Schedule Free
Precept	Hard Copy Email	See Schedule Free
Borrowing Approval letter	Hard Copy Email	See Schedule Free
Financial Standing Orders and Regulations	Hard Copy Email Website	See Schedule Free Free
Grants given and received	Hard Copy Email	See Schedule Free
List of current contracts awarded and value of contracts	Hard Copy Email	See Schedule Free
Members' allowances and expenses	Hard Copy Email	See Schedule Free

Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)		
Car Park Management Presentation	Email	Free
Annual Report to Town Meeting (current and previous year as a minimum)	Hard Copy	See Schedule
	Email	Free
	Website	Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	Hard Copy	See Schedule
Class 4 – How we make decisions (Decision making processes and records of decisions). Current and previous Council year as a minimum		
Timetable of meetings (Council, Committee/Sub-Committee meetings and Town meetings)	Hard Copy	See Schedule
	Email	Free
	Website	Free
Agendas of meetings (as above)	Notice Boards	Viewing Only
	Hard Copy	See Schedule
	Email	Free
Minutes of meetings (as above) – this will exclude information that is properly regarded as private to the meeting	Hard Copy	See Schedule
	Email	Free
	Website	Free
Reports presented to Council meetings – this will exclude information that is properly regarded as private to the meeting	Hard Copy	See Schedule
	Email	Free

Responses to consultation papers	See Minutes	
Responses to planning applications	Hard Copy Email BCKL&WN Website Planning Portal	See Schedule Free Free Free
Bye-laws (markets)	Hard Copy	See Schedule
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities). Current information only		
Policies and procedures for the conduct of council business:		
Procedural Standing Orders	Hard Copy Email Website	See Schedule Free Free
Committee and Sub-committee terms of reference	Hard Copy Email	See Schedule Free
Delegated authority in respect of officers Code of Conduct	Hard Copy	See Schedule
Policy statements	Hard Copy Email	See Schedule Free
Policies and procedures for the provision of services and about the employment of staff:		

Data Protection Policy Freedom of Information Clear Desk Policy Standing Orders Financial Regulations 2023 Scheme of Delegation 2023 Financial Reserves Policy Overspend Referral Procedure Cash Handling and Banking Procedure Policy Code of Conduct Business Continuity Plan 2023 Risk Management Policy Procurement Policy Credit Management Code of Practice Sponsorship Policy Gifts Policy for Councillors and employees Media Policy Social Media and Electronic Communication Policy Sustainability Policy Planning Protocol Biodiversity Policy Safeguarding Policy Document Retention Policy Cyber Information Security Policy	All policies are either available for free on the Website or from the Clerk by email	
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Policy on Filming, Audio-Recording, Photographing and Reporting Abusive, persistent or vexatious complaints policy Complaints Policy Community Engagement Environmental Policy Health And Safety Policy Lone Worker Bullying and Harassment Policy Eye Test Policy Training Policy Risk Register Equity Equality and Diversity Disciplinary Policy Grievance Policy Compassionate Leave Policy Recruitment Policy Sickness Policy Worker Protection Policy		
Schedule of charges (for the publication of information)	Hard Copy Email	See Schedule Free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection Only	Free

Assets Register	Hard Copy Email	See Schedule Free
Disclosure log (indicating the information that has been provided in response to requests)	N/A	
Register of Members' interests	Website	Free
Register of gifts and hospitality	None	
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		
Allotments	None	N/A
Burial grounds and closed churchyards	None	N/A
Community centres and village halls	Hard Copy Email Website	See Schedule Free Free
Parks, playing fields and recreational facilities	None	N/A
Seating, litter bins, clocks, memorials and lighting	Hard Copy Email Website	See Schedule Free Free
Bus shelters	None	N/A
Markets	Hard Copy Email Website	See Schedule Free Free

Public conveniences	None	N/A
Agency agreements	None	N/A
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	None	N/A
Additional Information (not itemised in the lists above)		
Car Park Orders	None	See Schedule

The application should be addressed to:

Claire Dornan
The Town Clerk

The Council's address is:

Downham Market Town Council
6 Market Place
Downham Market
Norfolk
PE38 9DE

The Council's telephone number is:

01366 387770

The Council's email address is:

info@downhammarkettc.co.uk

The Council's website address is:

www.downhammarkettowncouncil.org.uk

- The inspection of documents at the Town Council offices can only be permitted by prior arrangement. In this instance please contact the Clerk to arrange an appointment.
- Upon application receipt, please allow up to 7 days for the information to be retrieved from the archives.

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and form part of this guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE *
Disbursement Cost	Photocopying 10p per single-sided sheet (black & white)	Actual cost based on paper and computer printing
	Photocopying 15p per double-sided sheet (black & white)	Actual cost based on paper and computer printing
	Postage	Actual standard cost of Royal Mail 2 nd Class. Special and Recorded Delivery, if requested, at standard cost of Royal Mail.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* actual cost incurred by the public authority