



Longburrow Hall, Park Lane
Stokenchurch, High Wycombe
Bucks HP14 3TQ

Freedom of Information Policy 2026

Stokenchurch Parish Council (hereinafter referred to as “**the council**”) is committed to openness, transparency, and accountability. We follow the Freedom of Information Act 2000 (FOIA) and adopt the NALC Model Publication Scheme. This policy explains how we make information available and how to request additional information.

1. Publication Scheme

We publish information routinely, which can be accessed via our website or by contacting the council. Our publication scheme follows the NALC template.

Examples of Information:

- Council and Governance
- Agendas, Minutes, Policies, Code of Conduct
- Financial Information
- Budgets, Accounts, Audit Reports
- Services and Activities
- Local projects, events, community services
- Planning and Environment
- Planning applications, environmental reports
- Personnel and Staffing
- Staff structure, policies
- Requests for information not routinely published

How to Access:

- Website / Contact Clerk (some info may be redacted)

2. Requesting Information

You can request information by:

Email: clerk@stokenchurch-pc.gov.uk

Post: Longburrow Hall, Park Lane, Stokenchurch, Buckinghamshire, HP14 3TQ

Please include:

Your full name and contact details

A clear description of the information required

3. Response Time

We aim to respond to all valid FOI requests within 20 working days.

Some information may be exempt from disclosure under FOIA. If a request is refused, we will:

- Explain the reason
- Inform you of your right to appeal

4. Charges

Most information is free of charge. We may charge for:

- Photocopying, printing, and postage
- Staff time for compiling complex requests
- Charges are applied in line with NALC and ICO guidance.

5. Roles and Responsibilities

Council: Approve and review this FOI policy annually.

Clerk/RFO: Receive and process FOI requests, maintain records, and provide guidance to staff.

Staff and Members: Ensure information is recorded, stored, and accessible in line with this policy.

6. Complaints and Appeals

If you are dissatisfied with our response:

Request an internal review from the Clerk.

If unresolved, you may appeal to the Information Commissioner's Office (ICO): <https://ico.org.uk>

7. Review

This policy will be reviewed annually or whenever there are changes to legislation, NALC guidance, or council practices.

Date of policy: 11/03/26

Date of committee meeting: 11/03/26

Policy effective from: 11/03/26

Date for next review: 11/03/29

— policy ends here —