



Lakenheath Parish Council
The Parish Office
98 High Street, Lakenheath IP27 9EW
Telephone: 01842 860598
Email: clerk@lakenheathparishcouncil.gov.uk

Lakenheath Parish Council Freedom of Information Policy

Lakenheath Parish Council has a commitment to openness and transparency and has always been concerned to make relevant information available wherever possible to individuals who may request it, subject to safeguarding the privacy of individuals and to legitimate considerations of national security, law enforcement and commercial interests where relevant.

The Freedom of Information Act, which came into force on 1 January 2005, gives everyone a statutory right of access to information held by bodies such as the Parish Council.

Model publication scheme

From 5th September 2016 the Parish Council adopted the revised model publication scheme issued by the Information Commissioner's Office. Information about the Parish Council

You can access a significant amount of information about the Parish Council on our website. If you need the information in an alternative format, please contact the clerk to the Parish Council via email or in writing at the address shown below.

Making a request for information

Individuals or organisations may make a written request for other information which they believe the Parish Council holds. To request information under the provisions of the Act, and to help us to help you in identifying the precise information you require please email

clerk@lakenheathparishcouncil.gov.uk

or write to the Clerk. Please be sure to include your name and valid postal address, as required under the Act, and a clear description of the information you are seeking. When making a request you can state a preference of how you want the information communicated to you. This could be by providing a hard copy, or an electronic copy of the information, providing you an opportunity to inspect a record containing the

information or providing a digest or summary of the information. We will try to meet your preference as far as is reasonably practical, or notify you if we cannot do so.

Responding to your request

We will inform you in writing whether we hold the information you have requested and if so, provide it to you not later than 20 working days after we receive the request.

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 the 20 working day time period.

Complaints

If you are dissatisfied with the way the Parish Council has responded to a request for information, please write to:

Nicola Glading, Clerk to the Parish Council, Parish Office, Peace Memorial Hall, 98 High Street, Lakenheath, Suffolk IP27 9EW.

The Information Commissioner's Office (ICO) is responsible for enforcing the operation of the Act, and you may raise issues with this office at any time. More information can be found on the ICO website listed below, or by writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Reviewed December 2025

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)		
Who's who on the Council and its Committees	Website/Newsletter/Noticeboard	Free
Contact details for Parish Clerk and Council Members	Website/Newsletter/Noticeboard	Free
Location of main Council office and accessibility details	Website/Newsletter/Noticeboard	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 & Previous Financial Year		
Annual return form and report by auditor	From the Clerk	Free
Finalised budget	From the Clerk	Free
Precept	From the Clerk	Free
Financial Standing Orders and Regulations	From the Clerk	Free
Grants given and received	From the Clerk	See Schedule of Charges
List of current contracts awarded and value of contract	From the Clerk	See Schedule of Charges
Members' allowances and expenses	From the Clerk	See Schedule of Charges
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		
Annual Report to Parish	Website	Free
Minutes from Annual Parish Meeting	Website	Free
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Agendas of meetings (as above)	Website/Noticeboard	Free
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website	Free

