



RINGSTEAD PARISH COUNCIL

Chairman: William Jacob
 Clerk and RFO: Simon Lee
 33, Goose Green Road, Snettisham, Kings Lynn, PE31 7PW
greatringsteadpc@outlook.com
 Mobile: 07529 214172
<https://www.ringsteadpc-norfolk.info/>

Information available from Ringstead Parish Council under the Freedom of Information Act model publication scheme

Information to be published	How the information can be obtained
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p>	
<p>Who's who on the Council and its Committees</p>	<p>https://www.ringsteadpc-norfolk.info/parish-councillors</p>
<p>Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>website contact details of the clerk are at the bottom of every page https://www.ringsteadpc-norfolk.info/</p>
<p>Location of main Council office and accessibility details</p>	<p>Clerk's home – details at the bottom of the page. Meetings in the Village Hall https://www.ringsteadpc-norfolk.info/meetings</p>
<p>Staffing structure</p>	<p>Clerk is the sole employee</p>
<p>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</p>	
<p>Annual return form and report by auditor</p>	<p>website https://www.ringsteadpc-norfolk.info/council-finances</p>

Finalised budget	As above
Precept	As above
Borrowing Approval letter	n/a
Financial Standing Orders and Regulations	As above
Grants given and received	Contained within minutes published on the website https://www.ringsteadpc-norfolk.info/minutes-and-agendas
List of current contracts awarded and value of contract	Contained within minutes published on the website https://www.ringsteadpc-norfolk.info/minutes-and-agendas
Members' allowances and expenses	n/a
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	website
Parish Plan (current and previous year as a minimum)	Included in Approved Budget on website https://www.ringsteadpc-norfolk.info/council-finances
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	website – Annual Parish Meeting minutes https://www.ringsteadpc-norfolk.info/files/ugd/36828f_8c9b7b9b17174c70b612157669f605b3.pdf
Quality status	n/a
Local charters drawn up in accordance with DCLG guidelines	n/a
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 and any committee/sub-committee meetings and parish meetings)	website https://www.ringsteadpc-norfolk.info/meetings
Agendas of meetings (as above)	website and noticeboard https://www.ringsteadpc-norfolk.info/minutes-and-agendas
Minutes of meetings (as above)	Website and noticeboard https://www.ringsteadpc-norfolk.info/minutes-and-agendas
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to	website https://www.ringsteadpc-norfolk.info/minutes-and-agendas

the meeting.	
Responses to consultation papers	Contained within minutes on website https://www.ringsteadpc-norfolk.info/minutes-and-agendas
Responses to planning applications	Every meeting has an item on Planning and responses are posted on the Borough Council's Planning Portal https://www.ringsteadpc-norfolk.info/minutes-and-agendas
Bye-laws	n/a
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	https://www.ringsteadpc-norfolk.info/council-policies
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy	https://www.ringsteadpc-norfolk.info/council-policies
Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality, diversity and inclusion policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	n/a https://www.ringsteadpc-norfolk.info/council-policies
Information security policy	https://www.ringsteadpc-norfolk.info/council-policies
Records management policies (records retention, destruction and archive)	https://www.ringsteadpc-norfolk.info/council-policies
Data protection policies	https://www.ringsteadpc-norfolk.info/council-policies
Schedule of charges (for the publication of information)	https://www.ringsteadpc-norfolk.info/council-policies

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)	n/a
Assets register	website
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	n/a
Register of members' interests	Website https://www.ringsteadpc-norfolk.info/parish-councillors and https://www.west-norfolk.gov.uk/homepage/99/parish_council_register_of_interest
Register of gifts and hospitality	n/a
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	Website https://www.ringsteadpc-norfolk.info
Community centres and village halls	Website https://www.ringsteadpc-norfolk.info/village-hall
Playing fields and recreational facilities	Website https://www.ringsteadpc-norfolk.info/playing-field
Seating, litter bins, clocks, memorials and lighting	Website https://www.ringsteadpc-norfolk.info/files/ugd/36828f_514afb5e6a114624898165534df1c823.pdf
Bus shelters	Website https://www.ringsteadpc-norfolk.info/files/ugd/36828f_514afb5e6a114624898165534df1c823.pdf
Markets	n/a
Public conveniences	n/a
Agency agreements	n/a
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a

How to Obtain Information

There are three ways to obtain the information:

1. Parish Council website: <https://www.ringsteadpc-norfolk.info/>

The website provides information that the Council routinely publishes e.g. minutes and agendas, policies and procedures and finance. The information you want may already be included – so please check the documents on the website first.

2. Inspect documents held by the Clerk.

3. Individual Written Request

4. Information on the Parish noticeboards (by the General Store and in the former bus shelter on Holme road).

A request must include your name, address for correspondence, and a description of the information you require¹. A request can be made by email to greatringsteadpc@outlook.com or by letter, addressed to the Clerk at 33, Goose Green Road, Snettisham, Kings Lynn PE31 7PW.

It is important to make the information as specific as possible. The Clerk may be able provide assistance with any request. If a request is too broad then the Council may need to ask for clarification. If the request is so broad where the cost involved would be excessive in locating and retrieving the information exceeds £450.00 – the equivalent of 18 hours' work the request could be turned down².

Responding to Requests

Within 20 working days of receipt of your written request³ the Council will:

- confirm to you whether it holds the information;
- advise you if a fee will be charged;
- provide you with the information (after any relevant fee has been paid) unless an exemption applies.

Exemptions

The Freedom of Information Act contains a number of exemptions that allow you to withhold information from a requester. In some cases it will allow you to refuse to confirm or deny whether you hold information.

Some exemptions relate to a particular type of information, for instance, information relating to government policy. Other exemptions are based on the harm that would arise or would be likely arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interests.

There is also an exemption for personal data if releasing it would be contrary to the UK General Data Protection Regulation (the UK GDPR) or the Data Protection Act 2018 (the DPA2018).

If the Council is relying on an exemption it must issue you with a Refusal Notice.

¹ Freedom of Information Act 2000 s.8

² The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004 s.3 (3)

³ Freedom of Information Act 2000 s.10

Maintaining Records

The Council shall maintain a record of Freedom of Information requests and they will be published on the Council website.

Policy on Dealing with Vexatious Complaints/Enquiries and Persistent Complainants

Ringstead Parish Council are committed to dealing with all complaints equitably, fully and in a timely manner.

Complainants who, by the unreasonably frequent or vexatious nature of their complaints, hinder the work of the Parish Council, will have all further contact on the complaint or complaints withdrawn. This decision, which shall be made by the Council, will be communicated to the complainant by email or letter.

Section 14(1) of the Freedom of Information Act 2000 does not oblige a public authority to comply with a request for information if the request is vexatious.

In [Information Commissioner vs Devon County Council & Dransfield \[2012\]](#) UKUT 440 (AAC), (28 January 2013) the Upper Tribunal found that the ordinary dictionary definition of the word vexatious is only of limited use. This is because the question of whether a request is vexatious ultimately depends upon the circumstances surrounding that request.

In further exploring the role played by circumstances, the Upper Tribunal placed particular emphasis on the issue of whether the request had adequate or proper justification. In doing so it approved a First-tier Tribunal's conclusion from an earlier case that "vexatious" could be defined as the:

....manifestly unjustified, inappropriate or improper use of a formal procedure.

The four broad themes considered by the Upper Tribunal in Dransfield were:

1. the burden (on the public authority and its staff);
2. the motive (of the requester);
3. the value or serious purpose (of the request); and
4. any harassment or distress (of and to staff).

Examples of such complaints include inter alia:

- Refusing to co-operate with the complaint procedure while still wishing the complaint to be resolved;
- Refusing to accept that issues raised are not within the remit of the Council;
- Insisting that the complaint is dealt with in ways incompatible with the complaint procedure;
- Pursuing groundless complaints about staff and/or seeking their dismissal;
- Seeking replies to a large number of complaints or details of one complaint within a short space of time, or making unreasonable demands on staff by insisting on immediate responses of factual information;
- Verbal or written harassment of staff, volunteers or councillors dealing with their complaint;
- Raising new issues while a complaint is being addressed;

- Repeatedly arguing a point that has already been determined by the complaints process.

Complaints

If a person requesting information are dissatisfied with the way the Council has responded to a request for information, please write to the Parish Clerk, 33, Goose Green Road, Snettisham, PE31 7PW.

The Information Commissioners 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 <https://ico.org.uk/> or by writing to the Information Commissioners Officer, Whycliffe House, Water Lane, Wimslow, Cheshire, SK9 5AF.



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Schedule of Charges

Type of Charge	Description	Basis of charge
Disbursement cost	Photocopying @ 27p persheet (black & white)	Actual cost *
	Photocopying @ 80p persheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mailstandard 2 nd class

* the actual cost incurred by the public authority

Approved 10 March 2025 Item 7.
Review: September 2027