

# Wicken Parish Council

## Schedule of charges

### 1. Applicability

- 1.1. This schedule of charges applies to requests for information under the Freedom of Information Act 2000

### 2. Work to be undertaken to process a request

- 2.1. The Parish Council does not charge for the time taken in responding to the request unless the time needed to comply would exceed 18 hours of work.
- 2.2. The statutory limit on cost is £450 which equates to 18 hours at £25.00 per hour
- 2.3. In calculating the scope of the task we will take into account the time taken to locate, retrieve and collate the information.
- 2.4. If the time that is required to undertake the task exceeds £450 the Parish Council reserves the right to refuse the request.
- 2.5. If the Parish Council agrees to undertake a task which exceeds the statutory limit then all the time taken will be charged at £25.00 per hour.
- 2.6. If similar requests are received from more than one source the Parish Council reserves the right to aggregate the hours required to complete the task when referencing the statutory limit

### 3. Overheads

- 3.1. The Parish Council aims to have the majority of information available to be seen on the parish website, [www.wickenorthants.co.uk](http://www.wickenorthants.co.uk), which can be accessed at no additional cost.
- 3.2. If documents are required in hard copy from the Parish Council then the following charges will apply:
  - 3.2.1. Printing and copying (A4) 20p per sheet
  - 3.2.2. Printing and copying (large sizes) At cost of the external supplier
  - 3.2.3. Packaging At cost
  - 3.2.4. Postage At cost for 1<sup>st</sup> or 2<sup>nd</sup> class
  - 3.2.5. Delivery within the parish Free
- 3.3. Charges must be paid to the Parish Clerk in full before the information will be provided.

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