

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.wickennorthants.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 1st or 2nd 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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