

## **WINGHAM PARISH COUNCIL**

### **DEALING WITH ENQUIRIES FROM MEMBERS OF THE PUBLIC**

- The Parish Council has adopted the Model Publication Scheme prepared and approved by the Information Commission.
- Details of the information available under the Scheme are published on the Parish Council web site.
- Requests for information held by the Parish Council are dealt with in accordance with the Freedom of Information Act.
- Enquiries of a general nature, not covered by the above, are dealt with by the Clerk.
- Where a query relates to a matter which is the responsibility of the District Council, the County Council or another Authority, the enquirer is referred to the relevant Authority.
- If a general enquiry is such that it requires a response from the Parish Council, the enquirer is requested to put the question in writing. The matter is placed on the agenda for the next meeting of the Council and the enquirer informed of the date when the query will be considered.
- If the Council is uncertain as to how the query should be answered, advice is sought from Kent Association of Local Councils.
- As soon as possible after the meeting, the response is communicated to the enquirer in writing.
- The Parish Council may decline to answer a question if it requires the disclosure of confidential or personal information, or if the disclosure of the information is prohibited by law.