

Freedom of Information Act 2000 (FOIA)

Decision notice

Date: 17 July 2024

Public Authority: Hughenden Parish Council

Address: Council Office
The Common
Great Kingshill
High Wycombe
HP15 6EN

Request:

The complainant requested the following information from Hughenden Parish Council on 14 March 2024:

"Under paragraph 5.2. of HPC's Financial regulations, the RFO is required to prepare "a schedule of payments requiring authorisation by Council ...forming part of the agenda for the meeting and present the schedule (and relevant invoices) to [Council]." The agenda for Full Council on Tuesday has an item on the agenda for a schedule of payments. I understand the RFO is on annual leave so I would be grateful if you could provide me with the relevant invoices please."

Commissioner's Decision:

A public authority will breach section 10 of FOIA if it fails to respond to a request within 20 working days. Based on evidence available to the Commissioner, by the date of this notice the public authority has not issued a substantive response to this request. Therefore the Commissioner finds a breach of section 10.

Steps:

The public authority must provide a substantive response to the request in accordance with its obligations under FOIA.

The public authority must take this step within 30 calendar days of the date of this decision notice. Failure to comply may result in the

Commissioner making written certification of this fact to the High Court pursuant to section 54 of FOIA and may be dealt with as a contempt of court.

Right of Appeal:

Either party has the right to appeal against this decision notice to the First-tier Tribunal (Information Rights). Information about the appeals process may be obtained from:

First-tier Tribunal (Information Rights)
GRC & GRP Tribunals,
PO Box 9300,
LEICESTER,
LE1 8DJ

Tel: 0203 936 8963

Fax: 0870 739 5836

Email: grc@justice.gov.uk

Website: www.justice.gov.uk/tribunals/general-regulatory-chamber

Any Notice of Appeal should be served on the Tribunal within 28 (calendar) days of the date on which this decision notice is sent.

**Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF**