

WRAYSBURY PARISH COUNCIL - FREEDOM OF INFORMATION

Wrayisbury Parish Council having adopted the requirements contained within the Freedom of Information Act 2000, will publish and/or make available the information as detailed below, in accordance with the requirements of the publication Scheme.

All applications should be made to the Clerk to the Council (by letter or email) which will be acknowledged. The Act requires that the information or a refusal be provided within 20 working days of receipt.

The Act excludes the provision of sensitive or confidential information or information that is available from a higher authority or other statutory agency or organisation.

Data Protection Legislation also prohibits the publication of certain categories of information.

INFORMATION AVAILABLE UNDER THE FREEDOM OF INFORMATION ACT 2000

CLASS 1 – WHO WE ARE & WHAT WE DO (Organisational information, structures, locations, contacts). Current information only

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Who's who on the Council	Web site From the Clerk	Free
Contact details for Parish Clerk & Council members	Web site Notice Boards From the Clerk	Free
Staffing structure	n/a – one employee only	

CLASS 2 – WHAT WE SPEND & HOW WE SPEND IT (Financial information relating to projected & actual income & expenditure, procurement, contracts & financial audit)

Annual return form & report by auditor – current & previous financial year	Sight of from the Clerk Hard copy	Free 10p per sheet*
Current & previous financial year Audit	Sight of from the Clerk Hard copy	Free 10p per sheet*
Finalised budget – limited to last financial year	Sight of from the Clerk Hard copy	Free 10p per sheet*
Precept request - limited to last financial year	Sight of from the Clerk Hard copy	Free 10p per sheet*
Monthly payments to suppliers, contractors and staff. Limited to the current and previous financial year Detailed within the minutes.	Web Site Sight of from the Clerk Hard Copy	Free 10p per sheet*
Financial standing orders & regulations - current	Sight of from the Clerk Hard copy	Free 10p per sheet*
Members' allowances & expenses None claimed at present Receipts & payments books, bank reconciliation & VAT, bank	Available for inspection by appointment , notes may be taken	

statements – limited to last financial and current financial year		
Free Grants given & received - current & previous financial year	Sight of from the Clerk Hard copy	Free 10p per sheet*
List of current contracts awarded & value of contract	Sight of from the Clerk Hard copy	Free 10p per sheet*

CLASS 3 - WHAT OUR PRIORITIES ARE & HOW WE ARE DOING (Strategies & plans, performance indicators, audits, inspections & reviews)

Council's annual report to Parish Meeting – current & previous year	Web site or sight of from the Clerk Hard copy	Free 10p per sheet*
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CLASS 4 – HOW WE MAKE OUR DECISIONS (Decision making processes & records of decisions)

Timetable of meetings - current year	Web site Hard copy	Free 10p per sheet*
Agendas of meetings - current & previous Council year	Web site, notice boards From the Clerk	Free 10p per sheet*
Minutes of meetings - current & previous Council Year (NB: this will exclude information that is properly regarded as private to the meeting)	Web site or sight of from the Clerk Hard copy	Free 10p per sheet*
Reports Presented to Council Meetings (NB: this will exclude information that is properly regarded as private to the meeting)	Sight of from the Clerk Hard copy	Free 10p per sheet
Responses made by Council to consultation papers Detailed in the appropriate minutes.	Web site or sight of from the Clerk Hard Copy	Free 10p per sheet*
Responses to Planning Applications (last two years)	Detailed in the appropriate minutes. RBWM Web site	
Free Bye laws	Sight of from the Clerk Hard copy	Free 10p per sheet

CLASS 5 – OUR POLICIES & PROCEDURES (Current written protocols, policies & procedures for delivering our services & responsibilities)

Procedural standing orders. Public Participation- Council Meetings	Web Site, sight of from the Clerk Hard copy	Free 10p per sheet*
Committee & sub-committee terms of reference	No Committees operate at present	
Code of Conduct	Web site, sight of from the Clerk or RBWM Monitoring Office Hard copy	Free 10p per sheet*
Members' Declaration of Acceptance of Office	Hard copy	10p per sheet*

Complaints Procedure, Equality and Diversity Statement, Communications Policy, What is a Parish Council (?) Introduction Paper	Web site, sight of from the Clerk Hard copy	Free 10p per sheet*
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CLASS 6 – LISTS & REGISTERS

Assets register	Sight of from the Clerk Hard copy	Free 10p per sheet*
Register of members' interest	Hard copy	10p per sheet*

CLASS 7 – THE SERVICES WE OFFER

From the Clerk - Any information held covered by this declaration is available for inspection by appointment and notes may be taken

Free Allotments	None n/a	
Memorial Ground	From the Clerk	Free
Playground	From the Clerk	Free
Village Green	From the Clerk	Free
Village Car Park	From the Clerk	Free
Community Buildings	From the Clerk	Free
Seating, litter bins, notice boards	From the Clerk	Free

EXCLUSIONS

Employment practise & procedure

'Personal records' ie appraisals, employee specific salary details, disciplinary records etc by virtue of being personal data under the Data Protection Act 1998

Planning documents and any other documents or consultations from /held by a higher authority or statutory agency/organisation are available by application to that authority or statutory agency/organisation.

Planning consultations, The Development Plan, Structure Plan, Local Plan , Waste & Mineral Plan & Rights of Way/Footpaths maps ...all are obtainable from the local planning &/or Highway Authority

Audit & Accounts

All commercially sensitive information eg quotations & tenders is treated as confidential to ensure that the whole tender process is fair

CONTACT DETAILS:- Jane Clemance Clerk to the Council

Tel; 01784 482613

Email; janeclmance@wraysburyparishcouncil.gov.uk

As the Clerk works from home, under our duty of care to employees, members of the public will only be seen by prior appointment and at a pre-arranged venue (village hall) Within her own home a third independent person will be present.

SCHEDULE OF CHARGES:-

TYPE OF CHARGE	DESCRIPTION	BASIS
Disbursement of costs	Photocopying at 10p per sheet (black & white only)	Actual cost incurred
	Postage	Actual cost of Royal Mail postage, 2nd class Items marked *

Reviewed 19/03/2018