

## FREEDOM OF INFORMATION ACT

### REQUIREMENT

Under the Freedom of Information Act every public authority including parish councils must adopt and maintain a publication scheme. The generic model must be adopted and operated by 1 January 2009. The relevant information in the required format for Wootton Parish Council is set out below

#### Information available from Wootton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only  N.B. Councils should already be publishing as much information as possible about how they can be contacted.		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p per sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website/newsletter Hard copy – contact Clerk	Free 10p per sheet

Location of main Council office and accessibility details	Clerk's contact details	
Staffing structure	Clerk	
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy – contact Clerk	10p per sheet
Finalised budget	Hard copy – contact Clerk	10p per sheet
Precept	Hard copy – contact Clerk	10p per sheet
Borrowing Approval letter	N/A	
Financial Standing Orders and Regulations	Contact Clerk	
Grants given and received	Hard copy – contact Clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p per sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p per sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	N/A	

Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website/newsletter (May 2009) Hard copy – contact Clerk	Free  10p per sheet
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/Newsletter Parish Notice Boards Hard copy – contact Clerk	Free  10p per sheet
Agendas of meetings (as above)	Website Parish Notice Boards Hard copy – contact Clerk	Free  10p per sheet
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p per sheet
Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting.	Contact Clerk	
Responses to consultation papers	Contact Clerk	
Responses to planning applications	See Agenda – website Parish Notice Boards Hard copy – contact Clerk	10p per

		sheet
Bye-laws		
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders  Committee and sub-committee terms of reference  Delegated authority in respect of officers  Code of Conduct  Policy statements</p>	Contact Clerk	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services  Equality and diversity policy  Health and safety policy  Recruitment policies (including current vacancies)  Policies and procedures for handling requests for information  Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Clerk's terms and conditions of service Contact Clerk	
Information security policy	Contact Clerk	

Records management policies (records retention, destruction and archive)	Contact Clerk	
Data protection policies	Contact Clerk	
Schedule of charges (for the publication of information)	Contact Clerk	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Hard copy – contact Clerk	10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	Consult Clerk	
Register of gifts and hospitality	Consult Clerk	
<b>Class 7 – The services we offer</b>		
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	Contact Parochial Church Council	
Community centres and village halls	Contact Wootton & Dry Sandford Community Centre	

Parks, playing fields and recreational facilities	Hard copy – contact Clerk	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Hard copy – contact Clerk	10p per sheet
Bus shelters	Hard copy – contact Clerk	10p per sheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above	Contact Clerk for any other information required	

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 30p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

**Contact details:**

**Clerk**

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