

Wanborough Parish Council - Freedom of Information Information available under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do Organisational information, structures, locations and contacts</p> <p>This will be current information only</p>		
<p>Who is a Councillor</p> <p>Contact details for Councillors, telephone number, e-mail address</p>	<p>Published on website/noticeboards Can be inspected by appointment with Clerk</p>	Free
<p>Who sits on Committees</p>	<p>Published on website/noticeboards Can be inspected by appointment with Clerk</p>	Free
<p>Contact details for Parish Clerk</p> <p>Parish Office address, telephone number, e-mail address</p>	<p>Published on website/noticeboards</p>	Free
<p>Contact details for Ward Councillor</p>	<p>Published on website/noticeboards</p>	Free

<p>Class 2 – What we spend and how we spend it Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</p> <p>Current and previous financial year as a minimum</p>		
<p>Annual return form and report by auditor for current and previous Financial Year</p>	<p>Can be inspected by appointment with Parish Clerk Hard Copy available</p>	<p>10p per sheet</p>
<p>Finalised budget for current year</p>	<p>Can be inspected by appointment with Parish Clerk Hard Copy available</p>	<p>10p per sheet</p>
<p>Precept for current Financial Year</p>	<p>Can be inspected by appointment with Parish Clerk Hard Copy available</p>	<p>10p per sheet</p>
<p>Financial Regulations</p>	<p>Published on the website</p> <p>Can be inspected by appointment with Parish Clerk Hard Copy available</p>	<p>Free</p> <p>10 per sheet</p>
<p>Grants given in current and previous Financial Years</p>	<p>Can be inspected by appointment with Parish Clerk Hard Copy available</p>	<p>10p per sheet</p>

List of current contracts awarded and value of contract for current Financial Year	Can be inspected by appointment with Parish Clerk Hard Copy available	10p per sheet
Members' allowances and expenses	Can be inspected by appointment with Parish Clerk Hard Copy available	10p per sheet
Class 3 – What our priorities are and how we are doing		
Neighbourhood Plan	Published on website Hard copy available by contact Parish Clerk	Free
Annual Reports to Annual Parish Meeting	Can be inspected by appointment with Parish Clerk Hard Copy available	10p per sheet
Class 4 – How we make decisions Decision making processes and records of decisions		

<p>Timetable of meeting for current year</p> <p>Council, committees and Parish meeting</p>	<p>Published on website</p> <p>Hard copy available by contacting the Clerk</p>	<p>Free</p> <p>10 per sheet</p>
<p>Agendas of meetings</p>	<p>Published on website/noticeboards</p> <p>Hard copy available at meetings</p>	<p>Free</p> <p>Free</p>
<p>Minutes of meetings – excluding any information that is properly regarded as private to the meeting.</p>	<p>Published on website</p> <p>Original hard copies can be inspected by appointment with Parish Clerk</p> <p>Hard copies available</p>	<p>Free</p> <p>10p per sheet</p>
<p>Reports presented to council meetings - excluding information that is properly regarded as private to the meeting.</p>	<p>Published on website</p> <p>Original hard copies can be inspected by appointment with Parish Clerk</p>	<p>Free</p>

	Hard copies available	10p per sheet
Responses to consultation papers	Can be inspected by appointment with Parish Clerk Hard copies available	10p per sheet
Responses to planning applications – details as shown in Parish Council minutes	Same as minutes above	
Class 5 – Our policies and procedures Current written protocols, policies and procedures for delivering our services and responsibilities Current information only		
Policies and procedures for the conduct of council business: Standing orders Committee terms of reference Code of Conduct	Published on website Hard copies available	Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Health & Safety Complaints procedures	Can be inspected by appointment with Parish Clerk Hard Copies	10p per sheet

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Assets Register	Can be inspected by appointment with Parish Clerk Hard copies available	10p per sheet
Register of members' interests	Published on website Can be inspected by appointment with Parish Clerk Hard copies available	Free 10p per sheet

Register of gifts and hospitality	Can be inspected by appointment with Parish Clerk Hard copies available	10p per sheet
Class 7 – The services we offer Information about the services we offer Current information only		
Allotments	More information available by contacting the Clerk, and also available on website	
Hooper's Field Sports Facility	As above	
Parks, playing fields	As above	
Seating, litter bins, dog waste bins	As above	
Bus shelters	As above	
A summary of services for which the council is entitled to recover a fee, together with those fees	As above Hard copies available	10p per sheet

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk: Angela Raymond

15 Springlines
Wanborough
Swindon
SN4 0ES

Tele: 01793 791904

e-mail: wanboroughpc@btinternet.com

Clerk can be contacted Monday – Wednesday 9am to 4pm

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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost 10p per A4 sheet to include the cost of paper, ink for copying/printing
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee – Clerks Time	<p>There is no charge for the requests under the Freedom of Information Act providing that the cost does not exceed the statutory limit of £450. This allows for 18 hours (2 and half days) of time at a rate of £25 per hour</p> <p>An applicant will be informed by the Clerk if the request will incur a fee and the applicant can modify their request further hours will be charged at £25 per hour</p> <p>The request will be refused if the fee will be in excess of £500</p> <p>Information will only be provided on receipt of the fee</p>	<p>The activities to take in account:</p> <p>Determining whether the data is held</p> <p>Locating and retrieving the data</p> <p>Extracting and editing the data from existing documents</p> <p>Labour charged at £25 per hour</p>

* the actual cost incurred by the public authority