



Information available from Weston Turville Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not applicable in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website Hard copy	Free 20p per sheet
Postal and email address Contact details for Parish Clerk and Council members	Website Hard copy	Free 20p per sheet
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		

Statement of accounts and internal audit report in the format included in the Annual Return form	Website Hard copy	Free 20p per sheet
Finalised budget	Website Hard copy	Free 20p per sheet
Precept	Website Hard copy	Free 20p per sheet
Borrowing Approval letter	Not held	
All items of expenditure above £100	Appendix to minutes Website Hard copy	Free 20p per sheet
Financial Standing Orders and Regulations	Website Hard copy	Free 20p per sheet
Grants given and received	Website Hard copy	Free 20p per sheet
List of current contracts awarded and value of contract	Website Hard copy	Free 20p per sheet
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website Hard copy	Free 20p per sheet
Parish Plan	N/A	
Annual Report to Parish or Community Meeting	Website Hard copy	Free 20p per sheet
Quality status	Website	Free
Local charters drawn up in accordance with DLUHC's guidelines	N/A	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Parish Office	20p per sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum (hard copy or website)		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website Noticeboard Hard copy	Free Free 20p per sheet
Agendas of meetings (as above)	Website Hard copy	Free 20p per sheet

Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website Hard copy	Free 20p per sheet
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Parish Office	20p per sheet
Responses to consultation papers	Parish Office	20p per sheet
Responses to planning applications	Website/Planning Minutes/Bucks Council Website Hard Copy	Free 20p per sheet
Bye-laws	N/A	

Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Current information only (hard copy or website)

<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	<p>Website Hard copy</p>	<p>Free 20p per sheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Website Hard copy</p>	<p>Free 20p per sheet</p>
<p>Records management, personal data and access to information policies</p>	<p>Website Hard copy</p>	<p>Free 20p per sheet</p>

Class 6 – Lists and Registers Currently maintained lists and registers only. (hard copy or website; some information may only be available by inspection)		
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Parish Office	
Assets register, including details of public land and building assets	Parish office	20p per sheet
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Parish office	20p per sheet
Register of members' interests	Website	Free
Register of gifts and hospitality	Parish Office	20p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only (hard copy or website; some information may only be available by inspection)		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Website	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Hard copy	20p per sheet
Bus shelters	Website	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Parish office	20p per sheet

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 @ 20p per sheet (black & white)	Actual cost
	Photocopying @ 50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Contact Details

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