

Freedom of Information
Information available from Weobley Parish Council
under the model publication scheme.
Adopted by Weobley Parish Council on 27th January 2009 (minute no 18.2)

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>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		10p a sheet
Who's who on the Council	Hard Copy Website/ Newsletter	10p a sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy Website//Newsletter	10p a sheet Free
Location of main Council office and accessibility details		
Staffing structure		

<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>		
Annual return form and report by auditor	Hard Copy Notice Board/ Website	10p a sheet Free
Finalised budget	Hard copy Website	10p a sheet Free
Precept	Hard copy Website	10p a sheet Free
Borrowing Approval letter		
Financial Standing Orders and Regulations	Hard copy Website	10p a sheet Free
Grants given and received	Hard copy Website/Newsletter	10p a sheet Free
List of current contracts awarded and value of contract	Hard copy	10p a sheet
Members' allowances and expenses	Hard copy	10p a sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Hard copy Website	10p a sheet Free
Annual Report to Parish Meeting (current and previous year as a minimum)	Hard copy Website/Newsletter	10p a sheet Free
Quality status		
Local charters drawn up in accordance with DCLG guidelines		

<p>Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum</p>		
<p>Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)</p>	<p>Hard copy Website/Notice Board Newsletter</p>	<p>10p a sheet Free</p>
<p>Agendas of meetings (as above)</p>	<p>Hard copy Website/Notice Board</p>	<p>10p a sheet Free</p>
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard Copy Website/Notice Board</p>	<p>10p a sheet Free</p>
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard copy</p>	<p>10p a sheet</p>
<p>Responses to consultation papers</p>	<p>Hard copy</p>	<p>10p a sheet</p>
<p>Responses to planning applications</p>	<p>Hard copy Website</p>	<p>10p a sheet Free</p>
<p>Bye-laws</p>		

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>		
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy Website Hard Copy Hard copy	10p a sheet Free 10p a sheet
Policies and procedures for the provision of services and about the employment of staff: 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)	Hard Copy Hard Copy Website	10p a sheet 10p a sheet Free
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies	Hard Copy Website	10p a sheet Free
Schedule of charges (for the publication of information)	Hard copy Website	10p a sheet Free

Class 6 – Lists and Registers	(some information may only be available by inspection)	10p a sheet
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)		
Assets Register	Hard Copy	10p a 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)		
Register of members' interests	Hard Copy	10p a sheet
Register of gifts and hospitality	Hard Copy	10p a sheet

<p>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</p>		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities	Hard copy Newsletter / Website	10p a sheet Free
Seating, litter bins, clocks, memorials and lighting	Hard copy Newsletter/ Website	10p a sheet Free
Bus shelters	Hard copy Newsletter/Website	10p a sheet Free
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		

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

Contact Details: Mrs Lynne Pugh, Deep Slade, Westhope, Hereford HR4 8BL

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
	Photocopying @ £1 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)
Other		