

# Windle Parish Council

## PUBLICATION SCHEME FREEDOM OF INFORMATION ACT 2009

Under the Freedom of Information Act 2000 every parish meeting is required to adopt and maintain a publication scheme setting out the types of information it will make available, how that information can be obtained and whether a charge will be made for that information. The purpose of this publication scheme is to be a means by which the parish meeting can make a significant amount of information available routinely.

The scheme will ensure that the parish meeting will publish more information proactively, and help it to develop a greater culture of openness and transparency. Windle Parish Council meeting's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide a leadership focus for the community.

Windle Parish Council will make information available in the following ways:

### 1. COUNCIL INTERNAL PRACTICE & PROCEDURE

Information	Format in which it is available	Charge for supply
Minutes or notes of parish meetings and committee meetings (limited to last 2 years)	Viewing Minutes either from Eccleston Library, website on <a href="http://windleparish.org.uk">windleparish.org.uk</a> or by contacting the Clerk on 01925 292747	Basic photocopying charge of 10 pence/page plus any 2 <sup>nd</sup> class posting and packaging costs

### 2. PLANNING DOCUMENTS

Information	Format in which it is available	Charge for supply
Responses to planning applications	Minutes of Parish Meetings as above or Clerk on 01744 26528	Basic photocopying charge of 10 pence/page plus any 2 <sup>nd</sup> class posting and packaging costs

**EXCLUSIONS** – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps, all of which are available from the local planning and/or highway authority respectively.

### 3. AUDIT & ACCOUNTS

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply</b>
<b>Annual Return form – limited to the last financial year</b>	<b>Copy of the annual submission to the external auditor on application to the Clerk on 01744 26528</b>	<b>Basic photocopying charge of 10 pence/page plus any 2<sup>nd</sup> class posting and packaging costs</b>
<b>Annual statutory report by the auditor (internal &amp; external) – limited to the last financial year</b>	<b>As above</b>	<b>As above</b>

### 4. OTHER FINANCIAL INFORMATION

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply</b>
<b>Receipt/payment books, receipt books of all kinds, bank statements from all accounts – limited to the last financial year</b>	<b>By making an appointment with the Clerk on 01744 26528 to view the information</b>	<b>Basic photocopying charge of 10 pence/page plus any 2<sup>nd</sup> class posting and packaging costs</b>
<b>Precept request – limited to the last financial year</b>	<b>Annual Parish Council Magazine, Council Minutes Request made to the Clerk</b>	<b>As above</b>

**EXCLUSIONS – All commercial sensitive information, eg quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair, ie if tender information is released to a third party prior to the end of the tender period, those who initially submitted tenders could be undercut and/or unfairly disadvantaged.**

### 5. EMPLOYMENT PRACTICE & PROCEDURES

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply</b>
<b>Terms &amp; conditions of employment/job description</b>	<b>Clerk – applies only to prospective employees of the Parish Council</b>	<b>Basic photocopying charge of 10 pence/page plus any 2<sup>nd</sup> class posting and packaging costs</b>

## 6. COUNCIL INTERNAL PRACTICE & PROCEDURE

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply</b>
<b>Agendas &amp; supporting papers for parish meetings – limited in each case to the forthcoming/immediate meeting</b>	<b>Library, noticeboards, Clerk</b>	<b>Basic photocopying charge of 10 pence/page plus any 2<sup>nd</sup> class posting and packaging costs</b>

## 7. DEVELOPMENT & IMPLEMENTATION OF POLICY

<b>Information</b>	<b>Format in which it is available</b>	<b>Charge for supply</b>
<b>Standing Orders</b>	<b>Issued to all Town and Parish Councils in booklet form by the Local Association of Parish &amp; Town Councils at a cost of £10 (as at 1/1/09)</b>	<b>£10 plus postage &amp; packing on application to the Clerk</b>