

# Freedom of Information Act - Information available from Wavendon 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)		
Who's who on the Council and its Committees	Published in Wafas & Wallas and is available on Wavendon Parish Council website	No Charge
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Published in Wafas & Wallas and is available on Wavendon Parish Council website	No Charge
Location of main Council office and accessibility details	Parish Clerk 01509 844241	No Charge
Staffing structure	Parish Clerk 01509 844241	No Charge
<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)		
Annual return form and report by auditor	Parish Clerk 01509 844241	Copying Charge
Finalised budget	Parish Clerk 01509 844241	Copying Charge
Precept	Parish Clerk 01509 844241	Copying Charge
Borrowing Approval letter	Not Applicable	
Financial Standing Orders and Regulations	Parish Clerk 01509 844241	Copying Charge
Grants given and received	Parish Clerk 01509 844241	Copying Charge
List of current contracts awarded and value of contract	Parish Clerk 01509 844241	Copying Charge
Members' allowances and expenses	Parish Clerk 01509 844241	Copying Charge

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<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)	Not applicable – It has been decided not to develop a Neighbourhood Plan.	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Clerk 01509 844241	Copying Charge
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Clerk 01509 844241. Available on Wavendon Parish Council website	No Charge
Agendas of meetings (as above)	Parish Clerk 01509 844241. Available on Wavendon Parish Council website and every month on the Notice Boards	No Charge
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Clerk 01509 844241. Available on Wavendon Parish Council website.	No Charge
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Clerk 01509 844241.	No Charge
Responses to consultation papers	Parish Clerk 01509 844241.	Copying Charge
Responses to planning applications	Parish Clerk 01509 844241.	Copying Charge
Bye-laws	Not applicable	
<b>Class 5 – Our policies and procedures</b>		

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(Current written protocols, policies and procedures for delivering our services and responsibilities)		
<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>	Parish Clerk 01509 844241.	Copying Charge
<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>	Parish Clerk 01509 844241.	Copying Charge
Information security policy	Not applicable	
Records management policies (records retention, destruction and archive)	Parish Clerk 01509 844241.	Copying Charge
Data protection policies	Parish Clerk 01509 844241.	Copying Charge
Schedule of charges (for the publication of information)	Parish Clerk 01509 844241.	Copying Charge
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only</p>		

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Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Not applicable	
Assets Register	Parish Clerk 01509 844241.	Copying Charge
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)	Parish Clerk 01509 844241.	Copying Charge
Register of members' interests	Parish Clerk 01509 844241.	Copying Charge
Register of gifts and hospitality	Parish Clerk 01509 844241.	Copying Charge
<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)		
Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Hall Manager or Parish Clerk	
Parks, playing fields and recreational facilities	Parish Clerk 01509 844241.	
Seating, litter bins, clocks, memorials and lighting	Parish Clerk 01509 844241.	
Bus shelters	Parish Clerk 01509 844241.	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	

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

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**Contact details:** Alan Kemp (Parish Council) 01509 844241

## 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 @ 20p 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>		

\* The actual cost incurred by the public authority