

WEST WINCH PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000

INTRODUCTION

The Freedom of Information Act gives, as a right, access to certain public documents from February 2003. West Winch Parish Council has adopted the Model Publication Scheme for Local Councils (Core Classes) which gives access to the documents which are listed on the second page of this notice.

HOW TO ACCESS THE AVAILABLE INFORMATION

In the list of documents that are available is an indicator of how each document may be seen or obtained. Apart from any documents published on the website, application will need to be made to the current Parish Clerk (see website or parish magazine for details – or email clerk@westwinchpc@gmail.com) to inspect or obtain a hard copy of the requested document(s).

All inspections and hard copy requests must be by prior notice. Normally documents will be made available within 10 working days of any request, but there may be occasions when the availability date may have to extend beyond 10 days – for example, during an annual holiday period.

Documents will normally be made available through the post, email or by appointment at the William Burt Village Hall before the Parish Council meeting.

CHARGES FOR ACCESS

The Parish Council is keen to follow the spirit as well as the letter of the law, so fees are set to recover costs only. This will normally cover, but not be limited to, any telephone, postage and/or photocopying cost. Fees, which are payable at the time of access are subject to review at any time.

DOCUMENTS AVAILABLE FOR INSPECTION:

DOCUMENT	AVAILABLE FOR	ACCESS
Council Minutes	Last 2 years	Inspection / hard copy / website
Committee Meeting Agenda	Last 2 years	Inspection / hard copy
Standing Orders	Current version	Inspection / hard copy / website
Financial Regulations	Current version	Inspection / hard copy / website
Members' Code of Conduct	Current version	Inspection / hard copy / website
Parish Rules	Current version	Inspection / hard copy / website
Equality and Diversity Policy		Inspection / hard copy / website
Members Declaration of Acceptance of Office		Inspection / hard copy
Members Register of Interest		Inspection / hard copy / or on the Borough Council website
Responses to planning applications	Last 2 years	Inspection / hard copy / or on the Borough Council website
Annual Audit return form	Last financial year	Inspection / hard copy / from May 17 on website
Annual report by auditors	Last financial year	Inspection / hard copy / from May 17 the external auditor report will be on website
Precept request to BC	Last financial year	Inspection / hard copy
VAT return	Last financial year	Inspection / hard copy
Asset register	Current version	Inspection / hard copy
Risk assessments		Inspection / hard copy