

Freedom of Information Act 2000 – Publication Scheme

Walton Community Council has adopted the model Publication Scheme for Local councils and the core information can be viewed by contacting the Clerk to the Parish Council, details below. This information comprises:

- 1 COUNCIL INTERNAL PRACTICE AND PROCEDURE**  
Minutes of council, committee and sub-committee meetings – limited to the last 2 years  
Procedural Standing Orders  
Councils Annual Report to Parish Meeting, Chairman’s report if appropriate
- 2 CODE OF CONDUCT**  
Members Declarations of Acceptance of Office  
Members Register of Interests
- 3 PERIODIC ELECTORAL REVIEW**  
Information relating to the last Periodic Electoral Review of the council area  
Information relating to the latest boundary review of the council area
- 4 EMPLOYMENT PRACTICE AND PROCEDURE**  
Terms and Conditions of Employment  
Job Description
- 5 PLANNING DOCUMENTS**  
Responses to Planning Applications
- 6 AUDIT AND ACCOUNTS**  
Annual return form – limited to the last financial year  
Annual Statutory Report by Auditor (Internal and External) – limited to the last financial year  
Receipt/Payment Books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year  
Precept Request – limited to the last financial year  
VAT Records – limited to the last financial year  
Financial Standing Orders and Regulations  
Assets register – this will include details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.  
Risk Assessments

### OBTAINING INFORMATION AND INFORMATION HELD

There are three ways to obtain the information:

1. Parish Council web site: [www.waltoncommunitycouncil.gov.uk](http://www.waltoncommunitycouncil.gov.uk) (the web site holds information which the Parish Council routinely publishes e.g. minutes and agendas).

2. Inspect Documents held by the Clerk: (this can be done either at the registered address of the Parish Council by appointment or sent via electronic means if appropriate. If you wish to view documents, contact the Clerk, via the facility on the web site, by telephone 01908 465445 , or via email [clerk@waltoncommunitycouncil.gov.uk](mailto:clerk@waltoncommunitycouncil.gov.uk)
3. Individual Written Request to: The Clerk, Lesley Sung, 20 Bourton Low, Milton Keynes, MK7 7DE

Your request must include your name, address for correspondence, and a detailed description of the information you require.

### Parish Council's Response to a Written Request

The Parish Council will respond within **twenty (20) working days** of receipt of your written request to:

- confirm to you whether or not it holds the information
- advise you if a fee will be charged
- provide you with the information (after any relevant fee has been paid) unless an exemption applies (under the 23 exemptions in the Freedom of Information Act)

### Fees

The Act only allows the Parish Council to charge for answering Freedom of Information requests when there will be a disbursement costs (ie: printing, photocopying, postage) at the actual rate charged to the Parish Council.

For disbursements costs, it is proposed that the Parish Council will charge a minimum of £5 per document for photocopying and printing a document or the actual charge whichever is the higher and recover the actual cost of postage or any other transmission costs from the applicant.

There is no charge for information sent electronically unless staff cost to retrieve such data is excessive (see below).

If estimated staff costs involved in locating and or compiling the information exceed £450 then under these circumstances, the Parish Council can refuse the request on the grounds of cost.

For a series of requests from the same applicant within a 12 month period, where costs are estimated to exceed £450 (based on an hourly charge-out rate of £20), the Parish Council can decide to:

- refuse the request
- comply with the request and charge for allowable costs as prescribed in the regulations.

A fee notice will be sent to the applicant requesting the appropriate fee.  
The request will not be answered until the fee has been received.

### **Further Help**

If you need help in accessing information from the Parish Council under the Freedom of Information Act, please contact the Parish Clerk

The Parish Clerk, Lesley Sung  
telephone 01908 465445 , or via email [clerk@waltoncommunitycouncil.gov.uk](mailto:clerk@waltoncommunitycouncil.gov.uk)

You will also find more detailed guidance on the website of the Information Commissioner  
<http://www.ico.gov.uk>

### **Complaints**

If you are dissatisfied with the response from the Parish Council then you should put your complaint in writing to the Clerk at the address above. If you are still dissatisfied, you may contact the Information Commissioner at:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire SK9 5AF