

Whitsbury Parish Council

Freedom of Information

In accordance with the Freedom of Information Act 2000 Whitsbury Parish Council have adopted the 'Model Publication Scheme', without amendment, issued by the Information Commissioner's Office.

Information available from Whitsbury Parish Council under the model publication scheme.

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
Class 1 – Who we are and what we do		
(Organisational information, structures, locations, contacts)	Website: http://www.whitsbury.com	Free
Who's who on the Council and its Committees	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Contact details for Parish Clerk and Council members	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Parish Office address	Website	Free
Staffing Structure	The Clerk/RFO is the Council's only employee	
Class 2 – What we spend and how we spend it		
Annual Return Form	Website/Noticeboards Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Annual Statement of Accounts and Budget	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Class 3 – What our priorities are and how we are doing		
Chairman's Annual Report to Parishioners	Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Class 4 – How we make decisions		
Timetable of meetings	Website and recorded on minutes	Free
Agenda and Minutes of Full Council and Committee Meetings	Website/Noticeboards Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Responses to Planning Applications	Recorded on minutes Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet

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Class 5 – Our policies and procedures			
<ul style="list-style-type: none"> • Standing Orders • Financial Regulations • Risk Management Assessment • Code of Conduct • Freedom of Information Model Publication Scheme 		Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Schedule of charges for the publication of information		See “Schedule of Charges” below.	
Class 6 – List and Registers			
Asset Register		Website Hard copy – <i>contact Clerk</i>	Free £5.00 + 10p per A4 sheet
Register of members' interests		Available as a link on our website or to view on NFDC website: Parish/town council - Whitsbury Parish Council Council Services	Free
Class 7 – The services we offer			
Open Space		<i>Contact Clerk for information</i>	

Contact details:

Melissa Hildreth (Parish Clerk/RFO):

Tel: 0772 1520880

Email: whitsburyclerk@outlook.com

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
For each hard copy of a document	£5.00 inclusive of handling fee + 10p per A4 sheet.	Standing Charge
Postage	Included in handling fee.	