

Information available from Waltham St Lawrence Parish Council under the model publication scheme issued by the Information Commissioners Office.

This template was adopted by the Parish Council on 14th July 2015.

Waltham St Lawrence is committed to full compliance with its duties under the Freedom of Information Act (FOIA) 2000 but notes that sometimes information need not be supplied if:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only.</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p> <p>Who's who on the Council and its Committees Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p> <p>Location of main Council office and accessibility details Staffing structure – N/A</p>	<p>Hard copy, website or Parish magazine.</p> <p>http://www.walthamstlawrence.info/index.php/council</p>	<p>20p B/W 40p colour photocopies</p>
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum Annual return form and report by auditor Finalised budget Precept Borrowing Approval letter N/A Financial Standing Orders and Regulations Grants given and received List of current contracts awarded and value of contract Members' allowances and expenses</p>	<p>Hard copy or website.</p> <p>http://www.walthamstlawrence.info/index.php/council</p>	<p>20p B/W 40p colour photocopies</p>

<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum Parish Plan (current and previous year as a minimum) Annual Report to Parish or Community Meeting (current and previous year as a minimum) Quality status N/A Local charters drawn up in accordance with DCLG guidelines –N/A</p>	<p>Hard copy or website. http://www.walthamstlawrence.info/index.php/council</p>	<p>20p B/W 40p colour photocopies</p>
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings) Agendas of meetings (as above) Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting. Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting. Responses to consultation papers Responses to planning applications Bye-laws</p>	<p>Hard copy or website or Parish Noticeboards. http://www.walthamstlawrence.info/index.php/council</p> <p>Or apply to The Clerk at sallyb@wsl.link</p>	<p>20p B/W 40p colour photocopies</p>

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only 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 Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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) Information security policy Records management policies (records retention, destruction and archive) Data protection policies Schedule of charges (for the publication of information)</p>	<p>Hard copy or website.</p> <p>http://www.walthamstlawrence.info/index.php/council</p> <p>Or apply to The Clerk at sallyb@wsl.link</p>	<p>20p B/W 40p colour photocopies</p>

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) Assets register 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) Register of members’ interests Register of gifts and hospitality</p>	<p>Hard copy or website; some information may only be available by inspection.</p> <p>http://www.walthamstlawrence.info/index.php/council</p> <p>Or apply to The Clerk at sallyb@wsl.link</p>	<p>20p B/W 40p colour photocopies</p>
<p>Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only Allotments Burial grounds and closed churchyards Community centres and village halls Parks, playing fields and recreational facilities Seating, litter bins, clocks, memorials and lighting Bus shelters Markets Public conveniences Agency agreements Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)</p>	<p>Hard copy or website; some information may only be available by inspection.</p> <p>http://www.walthamstlawrence.info/index.php/council</p> <p>Or apply to The Clerk at sallyb@wsl.link</p>	<p>20p B/W 40p colour photocopies</p>

Additional Information

Contact details:
The Parish Clerk,
S. Burtenshaw
3 Paradise Cottages,
The Street,
Waltham St Lawrence
Berks.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20.p per sheet (black & white)	Actual cost *
	Photocopying @ 40.p per sheet (colour)	Actual cost *
	Postage – Actual incurred	Actual cost of Royal Mail standard 2 nd class.
Statutory Fee		In accordance with the relevant legislation (quote the actual statute).
Other		The actual cost incurred by the public authority

*the actual cost incurred by the public authority