

Freedom of Information Act 2000

WELLESBOURNE PARISH COUNCIL

2 School Road

Wellesbourne

CV35 9NH

Tel: 01789 841434 Fax: 01789 841166

Email: Wellesbournepc@btconnect.com

Website www.wellesbournepc.org

Opening Hours: Mon-Wed 2.00-4.30pm Thurs & Fri 9.15-12.15

Clerk to the Council Mrs Scriven

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FREEDOM OF INFORMATION ACT 2000

The following information can be viewed by pre-arranged appointment by contacting the identified body/organisation below:

CORE CLASSES OF INFORMATION

1) COUNCIL INTERNAL PRACTICE AND PROCEDURE

- Minutes of the Council, Committee and sub-committee meetings - limited to the last 2 years
- Procedural Standing Orders
- Councils Annual Report to Parish Meeting

Optional additional item included (not in core classes)

- Agendas and supporting papers for council, committee and sub-committee meetings, limited in each case to the forthcoming/immediate meeting.

Wellesbourne Parish Council Office

2 School Road, Wellesbourne, Warwickshire. CV35 9NH.

TeL: 01789 841434 Fax: 01789 841166

Email: Wellesbournepc@btconnect.com

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2) CODE OF CONDUCT

- Members Declaration of Acceptance of Office
- Members Register of Interests
- Members Register of Interests Book

The Monitoring Officer

Stratford upon Avon District Council, Elizabeth House, Church Street, Stratford upon Avon

Tel: 01789 267575
Hours: 9.00am - 5.00pm

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3) Periodic Electoral Review

This is information concerning changes to the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.

- Information relating to the last Periodic Electoral Review of the council area
- Information relating to the latest boundary review of the council area

Warwickshire County Council
Shire Hall, Warwick.
Tel: 01926 410410 Hours: 9.00am - 5.00pm

The Monitoring Officer
Stratford upon Avon District Council, Elizabeth House, Church Street, Stratford upon Avon
Tel: 01789 267575
Hours: 9.00am - 5.00pm

4) EMPLOYMENT PRACTICE AND PROCEDURE

- Terms and conditions of employment
- Job descriptions

Exclusions apply - Personal records including appraisals, employee specific salary details, disciplinary records, sickness/holiday records, and the like by virtue of being personal data under the Data Protection Act 1998

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5) PLANNING DOCUMENTS

- Responses to Planning Applications

Exclusions apply - Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath Maps all of which are available from the Local Planning and/or Highway Authority respectively

Stratford upon Avon District Council, Elizabeth House, Church Street, Stratford upon Avon

Tel: 01789 267575

Hours: 9.00am - 5.00pm

6) AUDIT AND ACCOUNTS

- Annual return form - Limited to the last financial year
- Annual Statutory report by Auditor (internal/external) - Limited to last financial year
- Receipt/Payment book, Receipt books of all kinds, Bank statements from all accounts - Limited to last financial year
- Precept request amount - Limited to last financial year
- VAT records - limited to 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 if applicable.
- Risk Assessments

Exclusions apply - all commercially sensitive information including quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the complete process of tendering is fair (for example: if tender information were to be released to a third party prior to the end of the tender period, those who initially submitted tenders could be under cut and/or unfairly disadvantaged)

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7) CHARGES FOR REQUESTED COPIES

Copies of requested documentation available from the Parish Council can be provided at the cost set out below:

- **15 pence per printed side of A4 sheet (One A4 printed on both sides regardless of content = 30 pence)**
- **Additional charge will apply for post (charged at the Royal Mail/courier rates)**

Exclusions apply - Please note that NO CHARGE is made to cover the time spent sourcing the required documentation outlined on this document as Core Classes but where a request for information is outside of the core classes the council reserves the right to charge the minimum charge of £25.00 per hour in order to source the documentation, up to and including the maximum charge of £450. Where requests for information exceed the maximum amount chargeable the Parish Council reserve the right to reject the request in its entirety.

Please note that the information will be supplied in its original format including blank but numbered pages due to time limitations on sourcing and duplicating of documents, all of which are chargeable at the above rate. Charges levied are to cover the cost of printing and *utility charges

*Photocopy usage (PC are charged by the number of copies per month) / electricity / ink / paper / envelopes and postage

Please note that all charges must be met and funds cleared prior to the release of the documentation by the council.

SPECIAL NOTES:

All information can be supplied in large print for anyone requiring this service, please state your requirements at the time of making your request.

[Terms and C](#)