

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

Walford Parish Council

1. General Information

Authority: Walford Parish Council
 CLERK (Proper Officer/Responsible Financial Officer): Mrs Jayne Smailes
 Maintaining Officer: Mrs Jayne Smailes

2. Information to be published	3. Method of Publication (Council Office is open from 9 am to 13..30 pm)
<p><u>Council practice and procedures</u></p> <p>Council Agendas and Minutes</p> <p>Committee Agendas and Minutes:</p> <p>Acceptance of Office Standing Orders Councillors Code of Conduct Register of Councillors Interests</p>	<p>Agendas are posted on Notice Boards. Agendas and Minutes are posted on the Council’s web site. Copies can also be inspected (by appointment) with the Parish Clerk.</p> <p>Agendas and Minutes are posted on the web site - Draft Minutes will be published within two months of meeting date.</p> <p>))These can be inspected by appointment)</p>
<p><u>Financial</u></p> <p>The Annual Precept Figure Annual Budgets in Summary Form Expenditure against Budget in Summary Form Payments made to contractors and suppliers</p> <p>Annual Accounts and supporting information Financial Regulations Risk Assessment</p>	<p>Published in the Herefordshire Council leaflet Published monthly in Council Minutes Published monthly in Council Minutes Published monthly in Council Minutes</p> <p>) Can be inspected by appointment</p>
<p><u>Planning</u></p> <p>Summary lists of planning applications</p> <p>Individual planning applications & responses The adopted and draft Local Plan</p>	<p>Displayed on Notice Boards.</p> <p>Herefordshire Planning Portal also available on-line, visit: WWW.Herefordshirecouncil.co.uk/planning</p>
<p><u>Health and Safety</u></p> <p>Health and Safety Policy</p>	<p>) Can be inspected by appointment)</p>
<p><u>Archive Material</u></p> <p>Byelaws Minute Books Leases and Deeds Historic maps, photographs etc</p>	<p>) Can be inspected by appointment with Herefordshire Council or via on-line service (date dependent).</p>

<u>Periodic Electoral Review</u>	
Documents on last Electoral Review Documents on the last Boundary change) Can be inspected by appointment. Information also available from Herefordshire Council
<u>Employment</u>	
Terms and conditions of employment Job descriptions (Excluding Salary details))Can be inspected by appointment

Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interest)

Personal information relating to employees

Tenders and bids from contractors and suppliers

Note: Data Protection Legislation prohibits the publication of certain categories of information.

4. Charging Policy

Information can be inspected, by appointment at the Council Office free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council Office 's photocopier at the cost of 10p per A4 sheet.

A detailed search of records (for example the Parish Boundaries/ Land Ownership or the Council Minutes) is subject to a charge of £10 per search.

5. Review of Policy

This Policy will be reviewed every four years.

Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records.

Residents wishing to inspect information are therefore requested to telephone the Parish Clerk to ensure that the information they require is still available.