

Wylam Parish Council

Freedom of Information Act 2000 Publication Scheme

The Freedom of Information Act 2000 creates a public “right of access” to information held by public authorities such as local councils, and places a duty on them to adopt and maintain publication schemes for the routine release of important information such as annual reports and accounts.

In general, public authorities have 20 working days in which to respond to an information request, though this deadline can be extended in certain cases and/or with the agreement of the requester. Requests can be refused if they cost more than £600 to fulfil, including the cost of time spent searching for files.

The following publication scheme lists the information available to the public from Wylam Parish Council, along with details of how the information can be obtained and at what cost. The Publication Scheme has been approved by the Information Commissioner.

Adoption and Review History	
Adopted at Parish Council Meeting on	13 th March 2017
Reviewed at Parish Council meeting on	14 th May 2018

Information to be published	How the information can be obtained	Cost
Class 1 – Who we are and what we do		
Organisational information, structures, locations and contacts – current information only.	Website – www.wylamparishcouncil.org.uk Hard copy – contact Clerk. See also Wylam Village Information Card	Free
Who’s who on the Council and its Advisory Group and Committees	As above	Free
Contact details for Parish Clerk and Council members	As above	Free
Location of main Council office and accessibility details	As above	Free
Staffing structure	As above	Free

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 – current and previous financial year as a minimum	Website; hard copy	Free; 10p per sheet
Annual Return form and report by Auditor	Website; hard copy – contact Clerk	Free; 10p per sheet
Finalised Budget	Website; hard copy	Free; 10p per sheet
Precept	Website; hard copy	Free; 10p per sheet
Borrowing Approval letter	Hard copy	10p per sheet
Financial Standing Orders and Regulations	Website; hard copy	Website; 10p per sheet
Grants given and received	Available on request	10p/sheet
List of current contracts awarded and value of contracts	Available on request	10p/sheet
Members' allowances and expenses	Available on request	10p/sheet

Class 3 – What our priorities are and how we are doing		
Strategies and plans, performance indicators, audits, inspections and reviews	Available on request	10p per sheet
Parish Plan 2003, including reviews carried out in current and previous year as a minimum	Limited hard copies available on request/PDF	Free
Annual Report to Annual Village Meeting – current and previous year as a minimum	Website; hard copy	Free; 10p per sheet
NALC Local Council Awards Scheme	N/A	
Local Charters drawn up in accordance with with Department for Community and Local Government (DCLG) guidelines	Available on request	10p per sheet

Class 4 – How we make decisions		
Decision making process and records of decisions – current and previous year as a minimum	Available on request	10p per sheet
Timetable of meetings (Council meetings, Committee meetings, Advisory Group meetings and Annual Village Meetings)	Website – www.wylamparishcouncil.org.uk Hard copy – contact Clerk	10p per sheet
Agendas of meetings (as above)	Website; Parish Council notice boards	
Minutes of Meetings (as above). (Excluding any information that is properly regarded as private to the meeting).	Website – www.wylamparishcouncil.org.uk Hard copy – contact Clerk Wylam Library	10p per sheet
Reports to Council meetings (excluding any information that is properly regarded as private to the meeting).	Hard copy – contact Clerk	10p per sheet
Responses to consultation papers	Hard copy – contact Clerk	10p per sheet
Responses to planning applications	www.northumberland.gov.uk ; Minutes of meetings	10p per sheet
Byelaws	Hard copy – contact Clerk	10p per sheet

Class 5 – Our policies and procedures		
Current written protocols, policies and procedures for delivering our services and responsibilities – current information only	Available on request	10p per sheet
Policies and procedures for the conduct of Council business: Procedural Standing Orders Planning Advisory Group Terms of Reference Ovingham Joint Burial Committee Terms of Reference Code of Conduct Policy statements	Available on request; Website – www.wylamparishcouncil.org.uk	10p per sheet
Policies and procedures for the provision of services and about the employment of staff: Internal 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)	Available on request; Website – www.wylamparishcouncil.org.uk	10p per sheet
Information security policy	Available on request	10p per sheet
Records management policy (records retention, destruction and archive)	Available on request; Website – www.wylamparishcouncil.org.uk	10p per sheet
Schedule of charges for the publication of information	Available on request, see below www.wylamparishcouncil.org.uk	10p per sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only	Available on request	
Any publicly available register or list	Available on request	
Assets Register	Available on request	
Disclosure log indicating the information that has been provided in response to requests	Available on request	
Register of members' interests	www.northumberland.gov.uk or hard copy – contact Clerk	10p per sheet
Register of gifts and hospitality	Available on request	

Class 7 – The services we offer		
Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses – current information only		
Allotments	Available on request	10p per sheet
Burial Grounds and closed churchyards (Ovingham Joint Burial Committee)	Available on request	10p per sheet
Community Centres and Village Halls	N/A	
Parks, playing fields and recreational facilities (Hagg Bank Play Area; Wylam Railway Museum)	Available on request	10p per sheet
Seating, litter bins, clocks, memorials and lighting	Available on request	10p per sheet
Bus shelters (Charlie's Corner, Wylam)	Available on request	10p per sheet
Markets	N/A	
Public Conveniences	Available on request	10p per sheet
Agency Agreements	Available on request	10p per sheet
A summary of those services for which the Council is entitled to recover a fee, together with those fees (Ovingham Cemetery – Ovingham Joint Burial Committee; 3-4 Laburnum Terrace, Wylam)	Available on request	10p per sheet
Supply of Dog Poop Scoop bags	Available on request	10p per sheet

Additional Information		
The Parish Council publishes a newsletter 4 times a year – The Wylam Globe	Delivered to every household; website – www.wylamparishcouncil.org.uk Hard copy (limited number or PDF) on request from Clerk	Free
Wylam Village Information Card 2012	Delivered to every household; hard copy on request from Clerk	Free
Agendas and Minutes of Council Meetings are displayed monthly on the Council's website, and at Wylam Library		

Contact details:

Clerk to the Parish Council and Responsible Financial Officer:

Mrs. Diana M. Carney,
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WYLAM
NE41 8HU

Tel: (01661) 852498 (Voicemail available)

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Web Site: www.wylamparishcouncil.org.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class -
Statutory Fee		In accordance with the relevant legislation.