

**FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEMES**

**Declaration Form**

Name of Public Authority: **Woodford-cum-Membris Parish Council**

Address: The Retreat, High Street, Woodford Halse, Northants., NN11 3RQ

has adopted the model scheme entitled “Model Publication Scheme for Local Councils” produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signature

Position

Date

The contact details for the person/official who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the organization’s compliance with the Freedom of Information Act is:

Name: Gary Smith

Position: Parish Clerk

Address: The Retreat, High Street, Woodford Halse, Northants., NN11 3RQ

Phone: 01327 261169

Email: gsmith5208@aol.com

**MODEL CORE CLASSES [mandatory]**

**Class 1**

**COUNCIL INTERNAL PRACTICE & PROCEDURE**

Minutes of council, committee & sub-committee meetings – limited to the last two years.

Procedural standing orders.

Councils annual report to the Parish Meeting.

## **Class 2**

### **CODE OF CONDUCT**

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

## **Class 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 councilors 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.

## **Class 4**

### **EMPLOYMENT PRACTICE AND PROCEDURE**

Terms & conditions of employment

Job descriptions

Exclusions- "personal records" i.e. appraisals, employee specific salary details, disciplinary records, sickness records & the like by virtue of being personal data under the Data Protection Act 1998.

## **Class 5**

### **PLANNING DOCUMENTS**

Responses to planning applications.

Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan, & Rights-of-Way maps all of which are available from the local planning &/or highway authority.

## **Class 6**

### **AUDIT AND ACCOUNTS**

Annual return form – limited to the last financial year.

Annual Statutory report by auditor (internal and external) – limited to the last financial year.

Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year.

Precept request – limited to last financial year.

Vat records – limited to last financial year.

Financial standing orders & 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.

Risk assessments.

Exclusions – all commercially sensitive information e.g. quotations & tenders, loan documentation & insurance policies. Information on quotations & tenders is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of a tendering period those who initially submitted quotations could be undercut &/or unfairly disadvantaged.

**Woodford-cum-Membris Parish Council** has selected [denoted by x] the following options within the model publication scheme for local councils.

### **OPTIONAL DOCUMENTS WITHIN CORE CLASSES**

#### **Class 1**

##### **COUNCIL INTERNAL PRACTICE AND PROCEDURE**

Agendas and supporting papers for council, committee & sub-committee meetings, limited in each case to the forthcoming meeting. (x)  
Terms of reference for Committees (x)

#### **Class 4**

##### **EMPLOYMENT PRACTICE AND PROCEDURE**

Equal Opportunities Policy ()  
Health & Safety Policy ()  
Staffing Structure ()

#### **Class 5**

##### **PLANNING DOCUMENTS**

Parish Plan ()

#### **Class 6**

##### **AUDIT AND ACCOUNTS**

Loan sanction approvals (x)  
Fees and charges applied by the council (x)  
Safety inspection records [e.g. fire, play grounds, etc.] (x)  
Register/file of members' allowances ()

### **OPTIONAL CLASSES OF INFORMATION**

#### **Class 7**

##### **DEVELOPMENT AND IMPLEMENTATION OF POLICY**

Policy statements [as recorded in the minutes] (x)  
Responses made by council to consultation papers (x)  
Analysis of responses to public consultations by council (x)

#### **Class 8**

##### **BYELAWS**

The regulation of a mortuary and post mortem room ()  
The regulation of a pleasure ground or public space (x)  
The regulation of an open space or burial ground ()  
The regulation of baths, swimming pool, or washhouse ()  
The regulation of the hiring of pleasure boats in a park or pleasure ground provided by the council ()  
To control dogs and dog fouling (x)

**Class 9**

**COUNCIL CIRCULARS/NEWSLETTERS**

Newsletter	(x)
Parish guide	()
Parish History [or similar commissioned publication]	()

**Class 10**

**ARTS, ENTERTAINMENT & TOURIST INFORMATION** ()

**Class 11**

**ALLOTMENTS**

Plans	(x)
Standard tenancy agreements	(x)

**Class 12**

**BURIAL GROUNDS**

Plans	(x)
General policies & regulations	(x)

**Class 13**

**BEST VALUE** ()

Signature

Position Parish Clerk – [Under Council resolution of 10 December 2002]

Date