

FREEDOM OF INFORMATION ACT 2009

WYTHALL PARISH COUNCIL'S PUBLICATION SCHEME

Members of the public are entitled to view and have copies of the following items of information. Copies are charged at 50p per one side of A4 paper.

COUNCIL INTERNAL PRACTICE & PROCEDURE

- Minutes of Council and Committee Meetings – limited to last two years
- Standing Orders
- Council's Annual Report to Parish Meeting

CODE OF CONDUCT

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

PLANNING DOCUMENTS

- Responses to Planning Applications

Excluding copies of Planning Consultations, Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps, all of which are available from the Local Planning and/or Highways Authority respectively.

AUDIT & ACCOUNTS

- Annual Return – limited to the last financial year
- Annual Statutory Report by Auditor (Internal and External) – limited to the last financial year.
- Accounts (computer) – limited to last financial year
- VAT records – limited to last financial year
- Risk assessments (including safety inspection records for playgrounds)

Excluding all commercially sensitive information, e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information 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 the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

CEMETERY:

- Burial Register
- Fees and charges
- Rules and conditions
- Plans

DATED: 1st January 2009

To be reviewed in 2017

