

**Wheathampstead Parish Council
Freedom of Information Publication Scheme
December 2008**

Information published	Where it can be obtained	Hard Copy Cost
Class 1 – Who we are and what we do Who's on the Council and its committees	Hard copy from Clerk Village web site	10p per sheet free
Contact details of Clerk and Council members	Hard copy from Clerk The Pump Village web site	10 p per sheet free free
Location and accessibility of Council Office	Hard copy from Clerk The Pump Village web site	10 p per sheet free free
Class 2 – What we spend and how we spend it Annual Return Form and report by auditor	Hard copy from Clerk	10p per sheet
Finalised budget	Hard copy from Clerk Village web site	10 p per sheet free
Precept	Hard copy from Clerk Village web site	10 p per sheet free
Financial Standing Orders and regulations	Hard Copy from Clerk	10p per sheet
Grants given and received	Hard copy from Clerk in minutes on web site	10p per sheet free
List of current contracts awarded and value of contract	Hard copy from Clerk	10p per sheet
Class 3 – What our priorities are and how we are doing		
Parish Plan – to be completed by April 09	Hard copy from Clerk	10p per sheet
Annual Report to Parish or Community Meeting	Hard copy from Clerk	10p per sheet

Class 4 – How we make decisions		
Timetable of meetings	Hard copy from Clerk	10p per sheet
Agendas	Hard copy from Clerk Notice Boards	10p per sheet free
Minutes of meetings – <i>nb this will exclude information that is properly regarded as private to the meeting</i>	Hard copy from Clerk Village Web site Foyer – Memorial Hall	10p per sheet free free
Reports presented to council meetings – <i>nb this will exclude information that is properly regarded as private to the meeting</i>	Hard copy from Clerk	10p per sheet
Responses to Consultation papers	Hard copy from Clerk	10p per sheet
Responses to Planning Applications	Hard copy from Clerk Planning meeting minutes on web site	10p per sheet free
Class 5 – Our policies and procedures		
Procedural Standing Orders	Hard copy from Clerk	10p per sheet
Code of Conduct	Hard copy from Clerk	10p per sheet
Health & Safety Policy	Hard copy from Clerk	10p per sheet
Complaints Procedure	Hard copy from Clerk	10p per sheet
Records Management Policy	Hard copy from Clerk	10p per sheet
Class 6 – Lists and Registers		
Register of members Interests	Hard copy from Clerk	10p per sheet
List of Planning Applications	Hard copy from Clerk	10p per sheet
Class 7 – services we offer		
Recreation facilities	Hard copy from Clerk	10p per sheet
Management of The Memorial Hall	Hard copy from Clerk (Hall brochure & hire)	free

	charges)	
Bus shelters	Hard copy from Clerk	10p per sheet
Seats, Litter bins, Christmas Lights, floral hanging baskets/flower beds	Hard copy from Clerk	10p per sheet
Allotments	Hard copy from Clerk	10p per sheet
See below for schedule of charges		
See below contact details of the Clerk		

Contact details:

Mrs. Julia Warren, Parish Clerk.

The Parish Council Office, The Memorial Hall, Marford Road, Wheathampstead, Herts AL4 8AY

Tel & fax 01583 832541

E: whampsteadpc@btconnect .com

Village web site www.wheathampstead.net/parish/

Parish Council Notice Board Locations:

Outside the Memorial Hall, East Lane Car Park, High Street (in bus stop by St. Helens Church), Folly Fields, Castle Rise, The Broadway (Gustard Wood), top of Conquerors Hill, Hilldyke Road (by bus stop), Butterfield Road, The Elephant & Castle PH Amwell, The Meadway, Harpenden

Schedule of charges

Type of Charge	Description	Basis of charge
Disimbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Photocopying @ 20p per A4 sheet (colour) and A3 (B/W)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other	Viewing information @ £25 per hour	Actual Cost

* Actual cost incurred by the public authority