

TWYFORD PARISH COUNCIL
Electorate 1170

Publication Scheme under the Freedom of Information Act 2000

The purpose of this publication scheme is to be a means by which the Council can make a significant amount of Information routinely available. The scheme will ensure that the Council will publish more information pro-actively and help it to develop a greater culture of openness and transparency. The authorities' key responsibilities are to represent the electorate of its areas, to take legal action within the legal framework and to provide a leadership focus for the community.

Minutes are also available on www.twyfordpc.hants.gov.uk

Core classes of Information:

1. Council Internal Practice & procedure

<u>INFORMATION</u>	<u>Format in which it is available</u>	<u>Charge for the supply (Yes/No)</u>
Minutes of council committees and sub committee meetings (limited to two years)	A4 sheets, average 6 sheets for Full Council and 2 sheets for Planning and Budget Meetings	Yes - 20p per sheet plus postage
Procedural Standing Orders	A4 sheets - 10 sheets	Yes - £5.00 per copy
Council's Annual report to the Parish Assembly	Contained within the minutes of the Annual Parish Assembly - average 5 sheets	Yes - 20p per copy plus postage.

2. Code of Conduct

<u>INFORMATION</u>	<u>Format in which it is available</u>	<u>Charge for the supply Yes/No</u>
Members declaration of acceptance of office	Kept by the Monitoring Officer at Winchester City Council	Refer to the Monitoring Officer
Members Register of Interest	Kept by the Monitoring Officer at Winchester City Council	Refer to the Monitoring Officer
Register of Members Interests declared at Meetings	Contained within the Minutes of that meeting. Available as full Minutes only	Yes - 20p per sheet plus at. postage

3. Periodic Electoral review

This is information concerning changes to the electoral arrangements for parish 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 councillors to be elected to the council.

<u>INFORMATION</u>	<u>Format in which it is available</u>	<u>Charge for the supply (Yes/No)</u>
Information relating to the last Periodic Electoral Review of the Council's area	Available from Winchester City Council	Refer to Winchester City Council.
Information relating to the latest Boundary review of the Council's area	Available from Winchester City Council the Parish. Clerk holds a map of the boundaries, which may be viewed by prior arrangement at Meetings of the Parish Council	Refer to Winchester City Council

4. Employment Practice & Procedures

<u>INFORMATION</u>	<u>Format in which it is available</u>	<u>Charge for the supply (Yes/No)</u>
Terms and conditions of employment	A4 Sheets	Yes - £5 per copy
Job Description	A4 Sheets	Yes - £3 per copy

5. Planning Documents

<u>INFORMATION</u>	<u>Format in which it is available</u>	<u>Charge for the supply (Yes/No)</u>
Response to planning applications	Contained with the Planning Sub-Committee. and Full Council Minutes - quote Planning Application Numbers in any enquiry - only supplied as complete minutes	Yes - 20p per page plus postage

6. Audit & Accounts

<u>INFORMATION</u>	<u>Format in which it is available</u>	<u>Charge for the supply (Yes/No)</u>
Annual return form - Limited to the last financial statement	A4 sheets 6 pages	Yes - £5 per copy
Annual statutory report by the Auditor (Internal & external - limited to the last financial year	Contained within the Annual Return - see above	Yes-see above
Receipts/Payment books (SAGE), receipt books of all types, bank account statements from all accounts related to the last financial year	Available to view with prior arrangement	N/A
Precept request Limited to the last financial year.	A4 sheet - 1 page	Yes £1 per copy
VAT records - limited to the last financial year	A4 sheets limited to the number of transactions subject to VAT in that period	Yes 20p per sheet plus postage
Financial Standing Orders & Regulations	A4 sheets - 11 pages	Yes £3 per copy
Assets Register - includes details of all properties owned by the Council including open spaces and community building	Contained with the full Annual Accounts	Yes £3 per copy
Financial Risk assessments	A4 sheets	Yes £3 per copy

Adopted by Twyford Parish Council on June 30th 2005.

Signed Clerk

Vivienne A Brooks

Chairman

Cllr M Andrews.