

WATFORD RURAL PARISH COUNCIL

Information available from Watford Rural Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost Based on black & white print
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Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) Current information only		
Who's who on the Council and its Committees	Hard copy Noticeboards	10 per sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy/Three Rivers Website	Free
Location of main Council office and accessibility details	Hard copy Noticeboards	10p per sheet Free
Staffing structure	Hard copy	10p per sheet

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 minimum		
Annual return form and report by auditor	Hard copy	10p per sheet
Finalised budget	Hard copy	10p per sheet
Precept (for current year)	As above	10p per sheet
Borrowing Approval letter	N/A	N/A
Financial Standing Orders and Regulations	Hard copy	10p per sheet

Grants given and received	Hard copy	10p per sheet
List of current contracts awarded and value of contract	N/A	N/A
Members' allowances and expenses	Hard copy	10p per sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Annual Report to Parish or Community Meeting	Hard copy	Free
Quality status	N/A	
Local charters drawn up in accordance with DCLG guidelines	N/A	

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Hard copy Noticeboards	10p per sheet Free
Agendas of meetings (as above)	Hard copy	10 per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	10p per sheet
Responses to consultation papers	Hard copy	10p per sheet
Responses to planning applications	Hard copy	10p per sheet
Bye-laws	Hard copy	10p per sheet

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Current information only.		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Hard copy	10p per sheet
Committee and sub-committee terms of reference	Hard copy	10p per sheet
Delegated authority in respect of officers	Hard copy	10p per sheet
Code of Conduct	Hard copy	10p per sheet
Policy statements	Hard copy	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	Hard copy	10p per sheet
Equality and diversity policy	Hard copy	10p per sheet
Health and safety policy	Hard copy	10p per sheet
Recruitment policies (including current vacancies)	Hard copy	10p per sheet
Policies and procedures for handling requests for information	Hard copy	Free
Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	Free
Information security policy	Hard copy	10p per sheet
Records management policies (records retention, destruction and archive)	Hard copy	10p per sheet
Data protection policies	Hard copy	10p per sheet
Schedule of charges (for the publication of information)	Hard copy	10p per sheet

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	N/A	
Assets Register	Hard copy	10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	N/A	
Register of members' interests	By Inspection	
Register of gifts and hospitality	By Inspection	

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	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Hard copy	
Parks	Hard copy	
Seating, litter bins, dog bins	Hard copy	
Bus shelters	Hard copy	
Market	By inspection	
Public conveniences	N/A	
Agency agreements	N/A	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

WATFORD RURAL PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost to Parish Council
	Photocopying colour A4 or A3 B/W @ 20p per sheet	Actual cost to Parish Council
	Postage cost of 2 nd class postage	Actual cost of Royal Mail standard 2 nd class
	For historical requests and/or extensive searches	£25.00 per hour

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