

Freedom of Information Act 2000 - Publication Scheme

Approved by Woodstock Town Council at its meeting on 11 September 2012.

General Information

Authority: Woodstock Town Council, Town Hall, Market Place, Woodstock,
OX20 1SL
Tel: 01993 811216
Responsible Officer: Lorraine Watling, Town Clerk
Maintaining Officer: Lorraine Watling, Town Clerk

Information to be published and method of publication

Council practice and procedures

Town Council Meetings Agendas are posted on the Notice Boards
The front pages of council approved Minutes are posted on notice boards and the full set is available on the website or in hard copy from the Town Hall.

Other Committees

Mayor's Agendas and Minutes can be inspected in the
Environment Town Hall (by appointment).
Traffic Advisory

Members of the Public and Press are invited to attend all meetings.

Acceptance of Office Can be inspected in the Town Hall by appointment.

Standing Orders Can be inspected in the Town Hall by appointment and are on the councils web site.

Councillors Code of Conduct Can be inspected in the Town Hall by appointment, and is available on the WODC web site.

Register of Councillors Interests Can be inspected in the Town Hall by appointment. And are available on the WODC and Woodstock Town Council web sites.

Financial

The Annual Precept Figure Published in the District Council leaflet

Annual Budgets Can all be inspected at the Town Hall by
Expenditure against Budget appointment
Payments made to contractors and suppliers
Annual Accounts and supporting information
Financial Regulations
Risk Assessment

Planning

Summary lists of planning applications Included on the Agenda and displayed on Notice Boards

Individual planning applications & responses Can be inspected in the Town Hall by appointment and also available on WODC web

site

The adopted and draft Local Plan

Can be inspected in the Town Hall and is also available on WODC web site

Health and Safety

Health and Safety Policy
Playground inspection records

Can all be inspected in the Town Hall by appointment

Archive Material

Minute Books
Burial/cremation registers
Historic maps, photographs etc

Can all be inspected in the Town Hall by appointment

Periodic Electoral Review

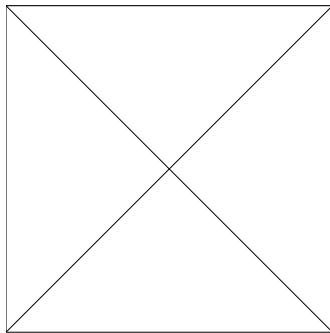
Documents on last Electoral Review
Documents on the last Boundary change

Can all be inspected in the Town Hall by appointment.

Employment

Terms and conditions of employment
Job descriptions

Can all be inspected in the Town Hall by appointment



(The Town Hall is open from 9 am to 1pm Monday, Wednesday and Friday)

Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interest). Personal information relating to employees. Tenders and bids from contractors and suppliers.

Note: Data Protection Legislation prohibits the publication of certain categories of information.

Charging Policy

Information can be inspected, by appointment at the Town Hall free of charge. Information that can be photocopied without breaching copyright laws can be copied on the Town Hall's photocopier at the cost of 10p per A4 sheet. A detailed search of records (for example the Burials Register or the Council Minutes) is subject to a charge of £10 per search.

Review of Policy

This Policy was approved by Woodstock Town Council at its meeting on 11 September 2012 and will be reviewed bi-annually.

Note: Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Town Hall to ensure that the information they require is still available.