

Freedom of Information Act 2000 – Publication Scheme

Approved by Woodstock Town Council at its meeting on Tuesday 14th March 2017

General Information

Authority: Woodstock Town Council, Town Hall, Market Place, Woodstock, OX20 1SL
Tel: 01993 811216
Responsible Officer: Town Clerk
Maintaining Officer: 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 approved minutes of the council are posted on notice boards, are also available on the website or in hard copy from the Town Hall.

Other Committees

Resources & General Purposes
Agendas and minutes can be inspected in the Town Hall (by appointment).

Environment
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 Council's website.

Councillors' Code of Conduct
Can be inspected in the Town Hall by appointment and is available on the WODC website.

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

Financial

The Annual Precept Figure
Published in the District Council leaflet.

Annual Budgets
Expenditure against Budget
Payments made to contractors and suppliers.
Can all be inspected at the Town Hall by appointment

Annual accounts and supporting information
Financial regulations
Risk Assessment
Can all be inspected at the Town Hall by appointment

Planning

Summary lists of planning Applications Included on agendas and displayed on notice boards.

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

The adopted and draft Local Plan Can be inspected in the Town Hall and is also available on WODC website.

Health and Safety

Health and Safety Policy Can be inspected in the Town Hall by appointment.
Playground inspection records

Archive Material

Minute books Can all be inspected in the Town Hall by appointment.
Burial/cremation registers
Historic maps, photographs, etc.

Periodic Electoral Review

Documents on last Electoral Review Can all be inspected in the Town Hall by appointment.
Documents on the last Boundary Change

Employment

Terms and conditions of Employment Can all be inspected in the Town Hall by appointment.
Job descriptions

(The Town Hall is open from 9am 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 a 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 Tuesday 14th March 2017 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.