



Information available from Wheldrake Parish Council under the Freedom of Information Act

This guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do. Who is who on the Council? List of Council members and their responsibilities Membership of Council Committees Staffing Structure Parish Clerk/Responsible Financial Officer	All information is available in Hard Copy All information is available on the WPC website: www.wheldrake-pc.gov.uk/	Website – free Hard copy 20p per sheet.
Contact Details for Officers of the Council: Parish Clerk/Responsible Financial Officer Website: www.wheldrake-pc.gov.uk/	clerk@wheldrake-pc.gov.uk	
Class 2 – What we spend and how we spend it Annual Governance and Accountability Returns AGAR (last 5 years) Invoices presented for payment Annual accounts, auditor report and supporting	Can be inspected, by appointment with the Clerk. Current Annual return available on website. Can be inspected, by appointment with the Clerk. Included within minutes. Available on WPC website. Hard copy published with	20p per sheet 20p per sheet 20p per sheet

information	monthly minutes. Available on website Can be inspected by appointment with the Clerk.	
Financial Regulations	Hard copy. Can be inspected by appointment with the Clerk. Available on website	20p per sheet
Grants given and received	Can be inspected by appointment with the Clerk. Published in monthly minutes. Available on website	20p per sheet
List of current Contracts awarded and Value of Contracts	Published in monthly minutes. Available on website	20p per sheet
Finalised Budget	Hard copy. Can be inspected by appointment with the Clerk. Available on website	20p per sheet
Precept information	Hard copy. Can be inspected by appointment with the Clerk. Available on website	20p per sheet
Class 3 – What our priorities are and how we are doing		
Annual Report to Parish	Published in monthly minutes. Available on website	20p per sheet
Class 4 – How we make decisions		
Timetable of meetings	Available on website and noticeboards. Hard copy.	20p per sheet
Agendas of meetings	All agendas are posted on noticeboards. All agendas are on the website. Can be inspected by appointment with the Clerk.	20p per sheet

Minutes of meetings – excluding material that is properly considered to be exempt from disclosure	All minutes are on the website. Can be inspected by appointment with the Clerk.	20p per sheet
Reports presented to council meetings – excluding material that is properly considered to be exempt from disclosure	Available in Council Minutes which can be inspected, by appointment with Clerk All minutes are on the website.	20p per sheet
Responses to planning applications	Available in Council Minutes which can be inspected, by appointment with Clerk All minutes are on the website.	20p per sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> • Procedural standing orders • Delegated authority in respect of officers • Code of Conduct 	Hard copy. Can be inspected by appointment with the Clerk. Available on website	20p per sheet
Policies and procedures for the provision of services and about the employment of staff	Hard copy. Can be inspected by appointment with the Clerk. Available on website	20p per sheet
Complaints Procedure	Hard copy. Can be inspected by appointment with the Clerk. Available on website	20p per sheet
IT policy	Hard copy. Can be inspected by appointment with the Clerk.	20p per sheet
Records management policy	Hard copy. Can be inspected by appointment with the Clerk.	20p per sheet
Data protection policies	Hard copy. Can be inspected by appointment with the Clerk.	20p per sheet
Class 6 – Lists and Registers		
Assets register, including details of public land and building assets	Hard copy. Can be inspected by	20p per sheet

	appointment with the Clerk. Available on website	
Disclosure log indicating the information provided in response to FOIA and EIR requests.	Not held	
Register of members' interests	Hard copy. Can be inspected by appointment with the Clerk. Available on website and City of York Council website.	20p per sheet
Dispensation requests	Recorded in meeting minutes. Available on website Can be inspected by appointment with the Clerk.	20p per sheet
Register of gifts and hospitality	Hard copy. Can be inspected by appointment with the Clerk.	20p per sheet
Class 7 – The services we offer		
Wheldrake Playpark	Information available on WPC website. Hard copy. Can be inspected by appointment with the Clerk.	20p per sheet
Seating, planters, noticeboards, litter bins and areas listed on the asset register.	Information available on WPC website. Hard copy. Can be inspected by appointment with the Clerk.	20p per sheet

Schedule of charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 20p per sheet (black & white)	Actual cost *
	Photocopying per sheet (colour)	Not available
	Postage	Actual cost of Royal Mail standard 2 nd class/large letter cost.

* the actual cost incurred