

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)	Can be inspected, by appointment with the Clerk. Current Annual return available on website.	20p per sheet
Invoices presented for payment	Can be inspected, by appointment with the Clerk. Included within minutes. Available on WPC website.	20p per sheet
Annual accounts, auditor report and supporting	Hard copy published with	20p per sheet

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information	monthly minutes. Available on website Can be inspected by appointment with the Clerk.	
Financial Regulations	Hard coopy. 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 coopy. 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	All minutes are on the	20n nor shoot
properly considered to be exempt from disclosure	All minutes are on the 20p per sheet website.	
property considered to be exempt from disclosure	Can be inspected by	
	appointment with the	
	Clerk.	
Reports presented to council meetings – excluding	Available in Council	20p per sheet
material that is properly considered to be exempt	Minutes which can be	
from disclosure	inspected, by appointment	
	with Clerk	
	All minutes are on the	
	website.	
Responses to planning applications	Available in Council	20p per sheet
	Minutes which can be	
	inspected, by appointment	
	with Clerk	
	All minutes are on the website.	
Class 5 – Our policies and procedures	WEDSILE.	
(Current written protocols, policies and procedures for		
delivering our services and responsibilities)		
Policies and procedures for the conduct of Council	Hard coopy.	20p per sheet
business:	Can be inspected by	
Procedural standing orders	appointment with the	
 Delegated authority in respect of officers 	Clerk.	
Code of Conduct	Available on website	
Policies and procedures for the provision of services	Hard copy.	20p per sheet
and about the employment of staff	Can be inspected by	
	appointment with the	
	Clerk.	
	Available on website	20 1 1
Complaints Procedure	Hard copy.	20p per sheet
	Can be inspected by appointment with the	
	Clerk.	
	Available on website	
IT policy	Hard copy.	20p per sheet
	Can be inspected by	
	appointment with the	
	Clerk.	
Records management policy	Hard copy.	20p per sheet
	Can be inspected by	
	appointment with the	
Data wastastian walisiaa	Clerk.	20
Data protection policies	Hard copy.	20p per sheet
	Can be inspected by appointment with the	
	Clerk.	
Class 6 – Lists and Registers	CICI K.	
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Assets register, including details of public land and	Hard copy.	20p per sheet
building assets	Can be inspected by	200 per sirect
wallaning assets	can be inspected by	1

	appointment with the	
	Clerk.	
	Available on website	
Disclosure log indicating the information provided in	Not held	
response to FOIA and EIR requests.		
Register of members' interests	Hard copy. Can be inspected by appointment with the Clerk. Available on website and City of York Council website.	
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