

NORTH WRAXALL PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2005

The Freedom of Information Act 2005 requires that the North Wraxall Parish Council adopts and maintains a ‘publication scheme’. The scheme makes available to the public the following information:

Who we are and what we do

- ❖ **Who’s on the council and it’s committees**
- ❖ **Contact details for Clerk and members**
- ❖ **Location of Office**

What we spend and how we spend it

- ❖ **Income and Expenditure**
- ❖ **Annual Return and Auditor’s Report**
- ❖ **Budget and Precept**
- ❖ **Financial Standing Orders and Regulations**
- ❖ **Grants Given and Received**

What our priorities are and how we are doing

- ❖ **Strategies and Plans, audits, inspections and reviews**
- ❖ **Annual Report to Parish**

How we make decisions

- ❖ **Decision making process and records of decision**
- ❖ **Timetable of meetings**
- ❖ **Agendas of meetings**
- ❖ **Minutes of Meetings**

Our Policies and Procedures

- ❖ **Procedural standing Orders**
- ❖ **Codes of Conduct**
- ❖ **Policy Statements**

Lists and Registers

- ❖ **Any publicly available register or list**
- ❖ **Assets register**
- ❖ **Register of Members Interests**
- ❖ **Register of Gifts and Hospitality**

The Services we Offer

- ❖ **Bus Shelters**
- ❖ **Notice Boards**

Copies of the Model Scheme, a template of available information and/or the information itself can be obtained as hard copies on application in writing to the Parish Council Clerk:

**Glenys A Gill The Old School, Vicarage Lane, Colerne, Wiltshire, SN14 8EL
A small charge to cover photocopying costs will be made.**