

Information available from Westcott Parish Council under the Freedom of Information Act model publication scheme

This template 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 (Organisational information, structures, locations and contacts) Current information only	Hard copy by request Westcott Parish Council Website	£0.10p per sheet £0
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Hard copy by request Westcott Parish Council Website Hard copy by request Westcott Parish Council Website	£0.10p per sheet £0 £0.10p per sheet £0
Postal and email address for the Council:	Westcott Parish Council 21 High Street Westcott Buckinghamshire	

Contact details for Parish Clerk and Council members	HP18 0PQ clerk@westcottparishcouncil.gov.uk Clerk: Amanda Ludlow clerk@westcottparishcouncil.gov.uk 07983 990514 Chair: Suzanne Pusey cllrspusey@westcottparishcouncil.gov.uk 07780 606868 Jo Hooper cllrjhooper@westcottparishcouncil.gov.uk Sue Lacey Cllrslacey@westcottparishcouncil.gov.uk James Sisk Cllrjsisk@westcottparishcouncil.gov.uk Grahame Pusey Cllrgpusey@westcottparishcouncil.gov.uk	
Location of main Council office and accessibility details	21 High Street Westcott HP18 0PQ	
Staffing structure	Clerk – sole part time employee Councillors – all voluntary positions	

Class 2 – What we spend and how we spend it (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Hard copy by request Westcott Parish Council Website	£0.10p per sheet £0
Statement of accounts and internal audit report in the format included in the Annual Return form	Hard copy by request Westcott Parish Council Website	£0.10p per sheet £0
Finalised budget	Hard copy by request	£0.10p per sheet
Precept	Hard copy by request	£0.10p per sheet
Borrowing Approval letter	Hard copy by request	£0.10p per sheet
All items of expenditure above £100	Hard copy by request Minutes of the meetings on website	£0.10p per sheet £0
Financial Standing Orders and Regulations	Hard copy by request Website	£0.10p per sheet £0

Grants given and received	Hard Copy by request	£0.10p per sheet
	Minutes of meetings on website	£0
List of current contracts awarded and value of contract	Hard Copy by request	£0.10p per sheet
	Minutes of meetings on website	£0
Members' allowances and expenses	Hard Copy by request	£0.10p per sheet
	Minutes of meetings on website	£0
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Hard Copy by request Minutes of meetings on website	£0.10p per sheet £0
Annual governance statement in format included in the Annual Return form	Hard Copy by request	£0.10p per sheet
	Website	£0
Parish Plan	Work in progress	
Annual Report to Parish or Community Meeting	Hard Copy by request	£0.10p per sheet
	Minutes of meetings on website	£0

Quality status	Not available in Westcott	
Local charters drawn up in accordance with DLUHC's guidelines	Not available in Westcott	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Where appropriate and relevant: Hard Copy by request Minutes of meetings on website	£0.10p per sheet £0
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Hard Copy by request Minutes of meetings on website	£0.10p per sheet £0
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard Copy by request Dates of meetings on website	£0.10p per sheet £0
Agendas of meetings (as above)	Hard Copy by request Agendas on website Agenda on Village Notice Board	£0.10p per sheet £0 £0
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Hard Copy by request Minutes of meetings on website	£0.10p per sheet £0

Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Hard Copy by request Email copy on request	£0.10p per sheet £0
Responses to consultation papers	Hard Copy by request Email copy on request	£0.10p per sheet £0
Responses to planning applications	Hard Copy by request Email copy on request	£0.10p per sheet £0
Bye-laws	Hard Copy by request Email copy on request	£0.10p per sheet £0
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	 Hard Copy by request Website	 £0.10p per sheet £0
Policies and procedures for the conduct of Council business: • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements	 Hard Copy by request Website	 £0.10p per sheet £0

Policies and procedures for the provision of services and about the employment of staff: • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard Copy by request Website	£0.10p per sheet £0
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	Hard Copy by request Website	£0.10p per sheet £0
Class 6 – Lists and Registers Currently maintained lists and registers only.	Hard Copy by request Website	£0.10p per sheet £0
Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)	Hard Copy by request	£0.10p per sheet £0
Assets register, including details of public land and building assets	Hard Copy by request Website	£0.10p per sheet £0

Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Hard Copy by request	£0.10p per sheet
Register of members' interests	Hard Copy by request Bucks Council website	£0.10p per sheet £0
Register of gifts and hospitality	Hard Copy by request	£0.10p per sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	Hard Copy by request Website	£0.10p per sheet £0
Allotments	Not available in Westcott	
Burial grounds and closed churchyards	Hard Copy by request Website	£0.10p per sheet £0
Community centres and village halls	Not available in Westcott	
Parks, playing fields and recreational facilities	Hard Copy by request Website	£0.10p per sheet £0
Seating, litter bins, clocks, memorials and lighting	Hard Copy by request Website	£0.10p per sheet £0

Bus shelters	Hard Copy by request	£0.10p per sheet
	Website	£0
Markets	Not available in Westcott	
Public conveniences	Not available in Westcott	
Agency agreements	Hard Copy by request	£0.10p per sheet
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	Hard Copy by request	£0.10p per sheet
	Website	£0
Additional Information Information not itemised in the lists above		
	Please specify your requirements and we will respond by hard copy or signposting to the relevant digital platform	

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @ 15p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail subject to

	£1.55 2 nd class large letter £1.70 1 st Class large letter	inflationary increases. Price stated as of 12.02.26
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred