

## Woburn Sands Town Council

### Freedom of Information Act documents available from Woburn Sands Town Council under the model publication scheme

The Freedom of Information Act 2000 provides members of the public with basic rights of access to certain types of information. The documents are often available through the Town Council web-site, inspection by prior arrangement with the Town Clerk or by requesting copies. Where copies are required there is a charge detailed on the table below, and the Town Council has 20 days to provide the relevant information.

The supply of documents under the Freedom of Information Act 2000 does not give an individual or organisation the right to re-use the documents in a way that would infringe copyright.

Section 36 of the Act also provides for information to be exempt from disclosure where would, or would be likely to inhibit:

- The free and frank provision of advice
- The free and frank exchange of views for the purpose of deliberation
- Would otherwise prejudice, or be likely to prejudice, the effective conduct of business affairs

#### Schedule of Charges

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Photocopying @20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory fee		In accordance with the relevant legislation

The cost limit for complying with a request or a linked series of requests is £450.00. Where the estimated costs will exceed this amount, as per Section 2 of the Act. The Town Council can refuse a request. The estimated costs will include staff time involved in locating, retrieving and extracting the required information and as per the legislation this is rated at £25 per hour.

#### Contact details:

Woburn Sands Town Council  
[l.stapleton@wstc.org.uk](mailto:l.stapleton@wstc.org.uk)  
Memorial Hall  
4 High Street  
Woburn Sands Milton Keynes  
MK17 8RH

**Information available from Woburn Sands Town Council under the model Publication Scheme**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost (per side of A4)</b>
<b>Class 1 –</b>	<b>Who we are and what we do</b>	
Who’s who on the Council and its Committees	Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a>	£0.00
Contact details for the Town Clerk and Council members (named contacts where possible with telephone number.	Notice Boards Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a>	£0.00
<b>Class 2 -</b>	<b>What we spend and how we spend it</b>	
Annual Return form and report by auditor	By application to the Town Clerk website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a>	£0.10
Finalised budget	Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a>	£0.00
Precept	By application to the Town Clerk Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a> Milton Keynes Council website <a href="http://www.milton-keynes.gov.uk/finance">www.milton-keynes.gov.uk/finance</a>	£0.00 £0.00 £0.00
Financial Standing Orders and Regulations	By application to the Town Clerk Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a>	£0.10 £0.00
Grants given and received	By application to the Town Clerk Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a>	£0.00 £0.00
<b>Class 3 -</b>	<b>What our priorities are and how we are doing</b>	
Annual Report	By application to the Town Clerk Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a>	£0.10 £0.00
Quality Status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
<b>Class 4 -</b>	<b>How we make a decisions</b>	
Timetable of meetings	By application to the Town Clerk Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a>	£0.00 £0.00
Agendas of meetings	By application to the Town Clerk Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a> Town Council noticeboards	£0.10 £0.00 £0.00
Minutes of meetings	By application to the Town Clerk Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a>	£0.10 £0.00
Reports presented to Council meetings – excluding information that is properly regarded as private to the meeting	By application to the Town Clerk	£0.00
Responses to consultation papers	By application to the Town Clerk	£0.00

Responses to planning applications	By application to the Town Clerk Milton Keynes Council website <a href="http://www.milton-keynes.gov.uk">www.milton-keynes.gov.uk</a> (link on Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a> under planning	£0.00 £0.00
<b>Class 5 -</b>	<b>Our policies and procedures</b>	
Policies & procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural Standing Orders</li> <li>• Committees terms of reference</li> <li>• Delegated authority in respect Of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	By application to the Town Clerk Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a>	£0.10 £0.00
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Equality and diversity policy</li> <li>• Health &amp; Safety Policy</li> <li>• Recruitment policies (including current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures</li> </ul>	By application to the Clerk          Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a>	£0.10 £0.10          £0.00
Records management policies (records retention, destruction & archive	By application to the Town Clerk	£0.10
Data Protection policies	By application to the Town Clerk Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a>	£0.10 £0.00
Schedule of charges for the publication of information	By application to the Town Clerk Town Council website <a href="http://www.wstc.org.uk">www.wstc.org.uk</a>	£0.10 £0.00
<b>Class 6 -</b>	<b>Lists &amp; Registers (Currently maintained lists &amp; registers only)</b>	
Any publicly available register or list	By application to the Town Clerk	£0.10
Assets Register	By application to the Town Clerk	£0.10
Register of members interest	By application to the Town Clerk Milton Keynes Council website <a href="http://www.milton-keynes.gov.uk">www.milton-keynes.gov.uk</a>	£0.10 £0.00
Register of gifts and hospitality	By application to the Town Clerk	£0.00
<b>Class 7 -</b>	<b>The services we offer</b>	
Halls for Hire	By application to the Town Clerk	£0.10
Dog bins & litter bins	By application to the Town Clerk	£0.10
Car Park	By application to the Town Clerk	£0.10
Public W.C	By application to the Town Clerk	£0.10
Edgewick Farm	By application to the Town Clerk	£0.10
Installation of Christmas Lighting	By application to the Town Clerk	£0.10



## **Freedom of Information Requests**

Any Freedom of Information request should be made in writing to the Clerk. The Clerk is responsible for communicating a response to the request either by letter or by email.

In the first instance any Freedom of Information request must include a name, contact details and a detailed description of the recorded information required. The initial inquiry does not have to specifically mention the Freedom of Information Act nor detail why the information is being sought.

While some Freedom of information requests will be free of charge others could attract charges for photocopying or postage. An enquirer would be notified if their request would incur these charges.

The Town Council will respond to Freedom of Information Requests within 20 working days.