



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU

Telephone: 01296 623056 Email: clerk@wendover-pc.gov.uk

Publication Scheme

Policy Statement

Wendover Parish Council is committed to openness and transparency and making all documents available to the public as part of its normal business activities

Details

Wendover Parish Council are committed:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications in the guidance (appendix A).
- To specify the information which is held by the authority and falls within the classifications in the guidance (appendix A).
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.
- To publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19. The term 'dataset' is defined in section 11(5) of the Freedom of Information Act. The term 'relevant copyright work' is defined in section 19(8) of that Act.



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Appendix A – Guidance

Classes of Information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and Registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The Services We Offer.

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

The method by which information published under this scheme will be made available.

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained. This is shown in the table in Appendix B

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other



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language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for Information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge. Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written Requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.



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Publications Scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do		
Organisational information, structures, locations, contacts and strategy	Website	Free
List of Council members and their responsibilities	Noticeboard/website	Free
List of Council Committees	Noticeboard/Website	Free
Details of any representation on local public bodies	May Parish Council Minutes	Free
Location of main Council office, contact details of Clerk (address, phone and email)	Noticeboard/website	Free
Staff Structure	Website	Free
Class 2 – What we spend and how we spend it (Current and previous 2 financial years)		
Income and Expenditure Accounts including projected income and expenditure (projections from month 6)	Monthly Parish Council Packs/Website	Free
Statement of accounts and internal audit report as on Annual Return Form	Website/noticeboard	Free
Finalised budget – (also contained in minutes of meetings)	Website/noticeboard	Free
Precept – (also contained in minutes of meetings)	Website/noticeboard	Free
All items of expenditure above £100	Website	Free
Financial Regulations	Website/app to the Clerk	See below
Grants given and received – (also contained in minutes of meetings)	Website/noticeboard	Free
List of current projects with contracts awarded and value of contract	Website/App to the Clerk	See below
Members allowances (if any – currently 0)	Website	Free



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Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Governance Statement (in format included in annual return form)	Website	Free
Parish Plan	Website	
Annual Report to Parish or Community Meeting	Website	
Quality Status (we have not yet entered)	Website	
Local Charters drawn up in accordance with DLUHCs guidelines	n/a	
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	Meeting packs/Website	
Class 4 – How we make decisions (Current and previous council year)		
Timetable of meetings	Noticeboard/website	Free
Agendas of meetings	Noticeboard/Website	Free
Minutes of meetings	Noticeboard/website	Free
Reports presented to council meetings and meeting papers (excluding material that is properly considered exempt from disclosure)	Meeting Packs/Website	Free
Responses to consultation papers	Meeting Packs/ Website/Application to the Clerk	See below
Responses to planning applications	Meeting Packs/Website	Free
Bye Laws	n/a	



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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:	Website	Free
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website	Free
Policies & procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • 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) 	Website	Free
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	Website	Free
Class 6 – Lists and Registers		
Information legally required to hold in publicly available registers (in most circumstances existing access)	Website – application to clerk	See below
Assets Register	Application to the Clerk	See below
Register of members' interests	Bucks Council Website	
Register of gifts and hospitality	Application to the Clerk	See below



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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		
Allotments	Website	Free
Burial Grounds and closed churchyards	n/a	
Parks, playing fields and recreational facilities	website	Free
Seating, litter bins, clocks, war memorial and lighting	Website	Free
Bus shelters	Website	Free
Markets	Website	Free
Public Conveniences	n/a	
Agency Agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees	Website	Free

Contact Details

Clerk, Wendover Parish Council, The Clock Tower, Wendover, HP22 6DU

Telephone: 01296623056

E-mail: clerk@wendover-pc.gov.uk

Parish Council website: www.wendover-pc.gov.uk

schedule of Charges

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying 10p per single sided sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard second class



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Document History

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