



**FREEDOM OF INFORMATION PUBLICATION
SCHEME
for
WOKINGHAM TOWN COUNCIL**

1. General Information

Authority: Wokingham Town Council
Town Hall
Market Place
Wokingham
Berkshire RG40 1AS

Tel: 0118-978-3185
Email: townclerk@wokingham-tc.gov.uk

FOI Responsible Officer: Town Clerk – Mrs Jan Nowecki
FOI Maintaining Officer: Town Clerk – Mrs Jan Nowecki

2. Information to be published	3. Method of Publication (Council Offices are open from 8:30am to 5:00pm weekdays).
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<p><u>Council practice and procedures</u></p> <p>Council Agendas and Minutes</p> <p>Committee Agendas and Minutes: eg. Amenities Committee Planning & Transportation Committee Arts & Culture Committee</p> <p>Acceptance of Office Standing Orders</p> <p>Councillors Code of Conduct Register of Councillors Interests Report to Annual Town Meeting</p>	<ul style="list-style-type: none"> • Agendas and Minutes are posted on the Council’s web site. • Copies can also be inspected in the Council Offices (by appointment) and agendas are available in the library. • Agendas and Minutes are posted on the web site and copies of agendas are placed in the town library. • Originals can be inspected in the Council Offices by appointment. • These can be inspected at the Council Offices by appointment • Posted on Council’s website
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<p><u>Financial</u></p> <p>The Annual Precept Figure</p> <p>Annual Budgets in Summary Form Annual Accounts and supporting information</p> <p>Payments made to contractors and suppliers</p> <p>Financial Regulations Risk Assessment</p> <p>VAT Return</p>	<ul style="list-style-type: none"> • Published in the Borough Council leaflet. • Published on Council website • Published in Council Minutes • Published monthly in Council Minutes • Published on Council Website • Payments over £500 published on Council website • Can be inspected at the Council Offices by appointment • Published on Council Website • Can be inspected at the Council Offices by appointment
<p><u>Planning</u></p> <p>Individual planning applications & responses*</p>	<ul style="list-style-type: none"> • Plans to be considered by the Town Council are on its website.
<p><u>Health and Safety</u></p> <p>Playground inspection records Parks' inspection records</p>	<ul style="list-style-type: none"> • Can be inspected in the Council Offices by appointment
<p><u>Archive Material</u></p> <p>Minute Books Leases and Deeds</p>	<ul style="list-style-type: none"> • Can be inspected in the Council Offices by appointment
<p><u>Periodic Electoral Review</u></p> <p>Documents on last Electoral Review Documents on the last Boundary change</p>	<ul style="list-style-type: none"> • Can be inspected at Wokingham Borough Council Offices by appointment



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Employment

Terms and conditions of employment
Job descriptions

- Can be inspected in the Council Offices by appointment

Exempt Material

- Personal information relating to Councillors (other than required to be declared in Register of Interest)
- Personal information relating to employees
- Tenders and bids from contractors and suppliers

Note: *Data Protection Legislation prohibits the publication of certain categories of information.*

Charging Policy

- Information can be inspected by appointment at the Council Offices free of charge.
- Information that can be photocopied without breaching copyright laws can be copied on the Council's photocopier at the cost of 10p per A4 sheet.
- Charges for staff time can only be made where it is deemed that the request will exceed the FOI Act's 'Appropriate Limit'. This will be determined by the Town Clerk.



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Review of Policy

This Policy was approved by Wokingham Town Council at its meeting on 23rd June 2015 and will be reviewed in May 2017.

Note: *Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Town Hall to ensure that the information they require is still available.*