

**Witley & Milford Parish Council**  
**Freedom of Information**  
**Publication Scheme**

Information to be published	How the information can be obtained
<p><b>Class 1 - Who we are and what we do</b>            (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p>	<p>Copies of all these documents may be requested from the Council Office in writing or by e-mail to <a href="mailto:clerk@witley-pc.gov.uk">clerk@witley-pc.gov.uk</a>.</p> <p>Electronic copies of most documents are also available. See also website: <a href="http://www.witley-pc.gov.uk">www.witley-pc.gov.uk</a></p>
Who's who on the Council and its Committees	Parish Newsletter Council Website Parish Directory Parish Noticeboards
Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<p><b>Clerk</b>            Sarah Nash            Council Office            Milford Village Hall            Portsmouth Road            Milford            Surrey            GU8 5DS            01483 422044  <a href="mailto:clerk@witley-pc.gov.uk">clerk@witley-pc.gov.uk</a></p> <p><b>Council Members</b>            Council website and on request</p>
Opening hours and Accessibility details	Office is open between 9am and 12pm every weekday Agendas provide information about access to meetings
Staffing structure	Clerk, Assistant Clerk, Admin Assistant, Office Administrator

<p><b>Class 2 – What we spend and how we spend it</b>            (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Copies of all these documents may be requested from the Council Office in writing or by e-mail to <a href="mailto:clerk@witley-pc.gov.uk">clerk@witley-pc.gov.uk</a>.</p> <p>Electronic copies of most documents are also available. See also website: <a href="http://www.witley-pc.gov.uk">www.witley-pc.gov.uk</a></p>
Annual return form and report by auditor	Outcomes are detailed in Full Council Minutes, which are available on the website
Finalised budget	Copy available in Minute Book and website
Precept	Copy available in Minute Book and website
Borrowing Approval letter	Not applicable at present
Financial Standing Orders and Regulations	Website, by e-mail or hard copy
Grants given and received	Website, Minute Book, Newsletter
List of current contracts awarded and value of contract	Available on request from the Parish Council Office
Members' allowances and expenses	Detailed and recorded in minutes in financial reports on website and Minute Book

<p><b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Copies of all these documents may be requested from the Council Office in writing or by e-mail to <a href="mailto:clerk@witley-pc.gov.uk">clerk@witley-pc.gov.uk</a>. Electronic copies of most documents are also available. See also website: <a href="http://www.witley-pc.gov.uk">www.witley-pc.gov.uk</a></p>
<p>Neighbourhood Plan Council Strategy</p>	<p>Website Not yet available</p>

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Copies of all these documents may be requested from the Council Office in writing or by e-mail to <a href="mailto:clerk@witley-pc.gov.uk">clerk@witley-pc.gov.uk</a>. Electronic copies of most documents are also available. See also website: <a href="http://www.witley-pc.gov.uk">www.witley-pc.gov.uk</a></p>
<p>Timetable of meetings (Council, committee and community meetings)</p>	<p>Website Calendar available from the Council Office</p>
<p>Agendas of meetings (as above)</p>	<p>Website and selected noticeboards 3 clear days before a meeting</p>
<p>Minutes of meetings (as above) – this will exclude information that is properly regarded as confidential</p>	<p>Website and Minute Book held in Council Office</p>
<p>Reports presented to council meetings – this will exclude information that is properly regarded as confidential</p>	<p>Minute Book held in Council Office</p>
<p>Responses to consultation papers</p>	<p>Minute Book held in Council Office</p>
<p>Responses to planning applications</p>	<p>Website, Minute Book held in Council Office Borough Council website</p>
<p>Byelaws</p>	<p>Website Available from Council Office</p>

<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Copies of all these documents may be requested from the Council Office in writing or by e-mail to <a href="mailto:clerk@witley-pc.gov.uk">clerk@witley-pc.gov.uk</a>. Electronic copies of most documents are also available. See also website: <a href="http://www.witley-pc.gov.uk">www.witley-pc.gov.uk</a></p>
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> <li>• Standing orders</li> <li>• Committee terms of reference</li> <li>• Code of Conduct</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> <li>• Policy statements</li> </ul> <p>• Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal policies</li> <li>• Information security policy</li> <li>• Records management policies (records retention, destruction and archive)</li> <li>• Data protection policies</li> </ul>	<p>Website All available from Council Office</p> <p>Available on request</p>

<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only	Copies of all these documents may be requested from the Council Office in writing or by e-mail. Electronic copies of most documents are also available.  Some documents are available for inspection only and may not be copied
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Burial records Register of Electors (short)
Assets Register	Available from the Council Office
Disclosure log (indicating the information that has been provided in response to requests)	Available by inspection
Register of members' interests	Available by inspection – Apply to Clerk
Register of gifts and hospitality	Available by inspection – Apply to Clerk

<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	Copies of all these documents may be requested from the Council Office in writing or by e-mail. Electronic copies of most documents are also available.  Some documents are available for inspection only and may not be copied.
Allotments	Website Information sheets also available
Burial grounds and closed churchyards	Milford Cemetery is operated and owned by Parish Council. Information on website. Charging details available from Council Office, through local Funeral Directors and on website. Burial records available by request from the Office St John's Churchyard (closed) managed by the Parish Council
Community centres and village halls	None owned by Parish Council. Directory and website has details of local facilities
Parks, playing fields and recreational facilities	Witley Recreation Ground, Milford Heath & Pond, Sunnyhill Play Area, Robertsons Green, Jubilee Field plus other smaller pieces of ground Details on website. Information and directional sign posts on site.
Seating, litter bins, clocks, memorials and lighting	Seating at bus stop and on recreational grounds. Litter bins provided on Council owned land. Witley and Milford War Memorials owned /maintained by the Council Details available from the Council Office
Bus shelters	Parish own and maintain the stop on the Petworth Road, Witley (opposite Wheeler Lane). Details available from Council Office
Markets	N/A
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	Compensatory grant paid for the management of play areas within the Parish. Details available from the Council Office

**SCHEDULE OF CHARGES**

Information which is published and accessed electronically will be provided free of charge. A small charge may be made for accessing and copying information.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost at time of copying*
	Postage dependant on weight of package	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

Adopted: \_\_\_\_\_

Document review date: \_\_\_\_\_