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<p><b>2. Information to be published</b></p>	<p><b>3. Method of Publication</b> (Council Offices are open from 8:30am to 5:00pm Monday to Thursday &amp; 8.30am to 4.30pm Friday).</p>
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# FREEDOM OF INFORMATION PUBLICATION SCHEME for WOKINGHAM TOWN COUNCIL

<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"> <li>• Published in the Borough Council leaflet.</li> <li>• Published on Council website</li> <li>• Published in Council Minutes</li> <li>• Published monthly in Council Minutes</li> <li>• Published on Council Website</li> <li>• Payments over £500 published on Council website</li> <li>• Can be inspected at the Council Offices by appointment</li> <li>• Published on Council Website</li> <li>• Can be inspected at the Council Offices by appointment</li> </ul>
<p><u>Planning</u></p> <p>Individual planning applications &amp; responses</p>	<ul style="list-style-type: none"> <li>• Plans to be considered by the Town Council are available for view on the Wokingham Borough Council website.</li> </ul>
<p><u>Health and Safety</u></p> <p>Playground inspection records Parks' inspection records</p>	<ul style="list-style-type: none"> <li>• Can be inspected in the Council Offices by appointment</li> </ul>
<p><u>Archive Material</u></p> <p>Minute Books Leases and Deeds</p>	<ul style="list-style-type: none"> <li>• Can be inspected in the Council Offices by appointment</li> </ul>
<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"> <li>• Can be inspected at Wokingham Borough Council Offices by appointment</li> </ul>



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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 20p 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.



# FREEDOM OF INFORMATION PUBLICATION SCHEME for WOKINGHAM TOWN COUNCIL

## Review of Policy

This Policy was approved by Wokingham Town Council at its meeting on 27<sup>th</sup> June 2017 and will be reviewed and updated as required.

**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.*