



The Jubilee Room  
Braywood Memorial Hall  
Fifield Road  
SL6 2NX

Tel: 01628 777997

Email: [clerk@brayparishcouncil.gov.uk](mailto:clerk@brayparishcouncil.gov.uk)

Website: [www.brayparishcouncil.gov.uk](http://www.brayparishcouncil.gov.uk)

Twitter: @parishbray

## Freedom of Information Publication Scheme

In accordance with the provisions of the Freedom of Information Act 2000 this scheme specifies the classes of information that Bray Parish Council publishes.

Excluded from publication under the terms of the Data Protection Act is all information relating to private individuals, commercially sensitive information such as quotations and tenders, loan documentation and insurance policies and general correspondence sent or received by the Parish Council.

The information contained in each class will be available either on the Parish website at [www.brayparishcouncil.gov.uk](http://www.brayparishcouncil.gov.uk) or by inspection at the Parish Office by prior appointment with the Clerk. The charge for copies of information not on the website is as follows; £25.00 per request plus 50p per A4 sheet plus postage and packaging if applicable.

In certain cases there is an age limit on some documents, this does not mean that information cannot be obtained; it is just not available as a matter of course within the publication scheme. If original documents are more readily available from another source those details are specified.

Requests for information should be made to:

The Clerk  
Bray Parish Council  
The Jubilee Room  
Braywood Memorial Hall  
Fifield Road  
Fifield  
SL6 2NX

Email: [clerk@brayparishcouncil.gov.uk](mailto:clerk@brayparishcouncil.gov.uk)

Tel: 01628 777997

### Class of Information

#### 1. Council Internal Practice and Procedure

Information	Format	Charge
Who's on the Council and it's committees	Website	Free
Contact details for the Clerk and members	Website	Free

Location of the Parish Office and Accessibility Details	Website	Free
Minutes of council meetings (limited to current and previous two years)	Website	Free
Procedural Standing Orders	Website	Free
Annual report to Parish Meeting	Website	Free
Agendas for Council and Committee meetings (limited to current and previous two years)	Website	Free
Terms of Reference	Website	Free
General Data Protection Policies	Website	Free

## 2. Code of Conduct

Information	Format	Charge
Members Declaration of Acceptance of Office	By appointment with the Clerk	Yes
Members Register of Interests	Website	Free
Declaration of Members Interests	Contained within minutes (refer to website)	Free

## 3. Periodic Electoral Review

This information relates to changes to the electoral arrangements for Parish, Town, and Community Councils. It includes recommendations for the creation of new Wards, amendments to existing Wards, proposals for the names of new Wards and alterations to the number of Councillors to be elected to the Council. It may relate to either the last periodic electoral review of the Council's area or the latest boundary review. For latest information please see the following website.

<https://www.rbwm.gov.uk/home/council-and-democracy/elections-and-voting>

## 4. Employment Practice and Procedure

Information	Format	Charge
Terms & Conditions of Employment	By appointment with the Clerk	Yes
Job Descriptions	By appointment with the Clerk	Yes

NB: Personnel records including appraisals, employee specific salary details, disciplinary records, sickness records and the like are excluded by virtue of being personal data under the Data Protection Act 1998.

## 5. Planning Documents

Information	Format	Charge
Responses to planning applications	Contained within minutes (refer to website)	Free

NB: Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath Maps are all available from the following website.

<https://www.rbwm.gov.uk/home/planning>

## 6. Audit and Accounts

Information	Format	Charge
Annual Return Form limited to last financial year	Website	Free
Annual Statutory Report by auditor (internal and external) limited to last financial year	Website	Free
Bank statements from all accounts limited to last financial year	By appointment with the Clerk	Yes
Precept request limited to last financial year	Website	Free
VAT records limited to last financial year	By appointment with the Clerk	Yes
Financial Standing Orders and Regulations	Website	Free
Asset Register	By appointment with the Clerk	Yes
Risk Assessments	By appointment with the Clerk	Yes

NB: All commercially sensitive information eg. Quotations and tenders, loan documentation and insurance policies. With regards to quotations and tenders this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.