

WYCK RISSINGTON PARISH COUNCIL MANAGEMENT AND PUBLICATION OF INFORMATION

1 SEPTEMBER 2025

Wyck Rissington Parish Council holds and publishes the Information set out in the ICO model publication scheme as required by the Freedom of Information Act. This is all freely available on our website and unless otherwise specified below is held for a period of six years. Council email is held for the current and preceding two Council years. In the event that internet access is not possible hard copies of up to 10 pages will be provided at no cost by the Clerk for collection.

Information available

Notes

1. Who we are and what we do

(Organisational information, structures, locations and contacts)

Current information only

1.1 Who's who on the Council and its Committees and Advisory Groups

1.2 Contact details for Parish Clerk and Council members

1.3 Location of main Council office and accessibility details

Clerk's home address

1.4 Staffing structure

None presently

2 .What we spend and how we spend it

(Financial information relating to projected and actual expenditure, procurement, contracts and financial audit)

Held since 2016 and for 10 years

2.1 Financial reports for Council Meetings

2.2 Annual return form and report by internal auditor

2.3 Budget, three year plan and Precept

2.4 Financial Standing Orders and Regulations

Current only

2.5 Grants given and received

Dealt with in 2.1

2.6 Current contracts awarded and value of contracts

Dealt with in 2.1

2.7 Members' allowances and expenses

None

3. What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews) All as dealt with in 2.

3.1 Report to Annual meeting

3.2 Quality status

None except Internal Audit

3.3 Local charters drawn up in accordance with DCLG guidelines

None

4 . How we make decisions

(Decision making processes and records of decisions)

4.1 Timetable of meetings

4.2 Agendas of meetings

4.3 Minutes of meetings (except where held in private)

Held from 2016 and for 10 years

4.4 Reports presented to council meetings (except where private)

4.5 Responses to consultation papers (except where private)	
4.6 Responses to planning applications	As minuted and filed with LPA
4.7 Bye-laws	None
5. Our policies and procedures	
(Current policies and procedures for fulfilling our responsibilities)	Current versions only
5.1 Standing orders	
5.2 Committees and Advisory Groups terms of reference	None
5.3 Delegated authority in respect of officers	As minuted at Annual Meeting
5.4 Code of Conduct	
5.5 Policy statements	
5.6 Policies and procedures for the provision of services and about the employment of staff:	None
5.7 Policies and procedures for handling requests for information	See below
5.8 Complaints procedures	As set out in 5.1 and 5.4
5.9 Information security policy	See Privacy Policy
5.10 Records management policies	As stated herein
5.11 Data protection policies	See Privacy Policy

6 Any publicly available register or list

6.1 Assets Register

None

6.2 Disclosure log (of responses to enquiries)

None -see minutes

6.3 Register of members' interests

Cotswold District Council

6.4 Register of gifts and hospitality

None

7. The services we offer

(We do not provide services as such: we are however responsible for managing the Village Green as an amenity for residents and members of the public)

Archives

Unpublicised older hard copies of minutes and some financial records are archived for an indefinite period.

Information requests

In addition to publishing the information above the Council responds to requests made for other information in accordance with the Freedom of Information Act.