

## Marsworth Parish Council - Freedom of Information Publication Scheme

Responsible Officer: Mrs Caroline Smith. Maintaining Officer: Mrs. Caroline Smith (Clerk)  
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### 1. General Information : Information published and Method of Publication

#### Council Practices & Procedures

Council meeting agendas & meeting minutes are posted on this website and on the parish notice boards .

Copies of meeting minutes can be inspected in the Council office, by appointment with the [Parish Clerk](#)

#### Acceptance of Office

Councillors Code of Conduct

Register of Councillors interests

Annual Parish meeting minutes

These can be inspected at the Council office by appointment with the [Parish Clerk](#)

#### Financial

The annual Precept figure Published in Council minutes and District Council leaflet

Annual budgets in summary form Published in Council minutes

Payments made to contractors/suppliers Published in monthly Council minutes

Annual accounts & supporting information; Financial regulations; Risk assessment; VAT return

These can be inspected at the Council office by appointment with the [Parish Clerk](#)

#### Planning

Planning applications Recorded on agendas and in Council minutes

Individual planning applications & responses. These can be inspected at the Council office by appointment with the [Parish Clerk](#)

The adopted/emerging/draft Local Plan

These can be inspected at the Council office by appointment with the [Parish Clerk](#)

#### Health & Safety

These can be inspected at the Council office by appointment with the [Parish Clerk](#)

#### Archive material

Byelaws; Definitive map; Meeting minutes (from January 2002)

These can be inspected at the Council office by appointment with the [Parish Clerk](#)

Leases & Deeds; Historic maps, photographs; Minutes prior to 2005

Available at County Record Office, Aylesbury.

#### Periodic Electoral Review

Documents relating to the last Electoral Review;

Documents relating to the last Boundary change

These can be inspected at the Council office by appointment with the [Parish Clerk](#)

#### Employment

Job descriptions; Terms & conditions of employment

These can be inspected at the Council office by appointment with the [Parish Clerk](#)

2. Exempt Material :

Personal information relating to Councillors (other than that required to be declared in the 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.

3. Charging Policy :

Information may be inspected, by appointment, at the Council office free of charge. In accordance with the Parish Council's Risk Assessment Policy, the Council reserves the right to arrange for any inspection to be held in the presence of a Parish Councillor at Marsworth Millenium Village Hall.

Information that can be copied without breaching copyright laws may be copied at a cost of 15p per side of A4 paper.

A detailed search of older documents is subject to a £15 charge per search.

4. Review of Policy :

This policy was approved by Marsworth Parish Council on 10th August 2015, and this document is reviewed annually.

Note : Under Data Protection Legislation, the Council is required to regularly review the information it keeps and to destroy that which does not form part of its official records.

DS 10/08/15