

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

Tibshelf Parish Council

1. General Information

Authority: Tibshelf Parish Council, 110 High Street, Tibshelf,
DE55 5NU, 01773 875093

Responsible Officer: Mrs Ruth Price, Parish Clerk
Maintaining Officer: Mrs Ruth Price, Parish Clerk

Reviewed and Adopted 20th October 2015

2. Information to be published	3. Method of Publication (Council Office is open from 8.30am to 15.45 pm)
<p><u>Council practice and procedures</u></p> <p>Council Agendas and Minutes</p> <p>Committee Agendas and Minutes: Amenities and Environment</p> <p>Committees: Personnel Committee Audit Committee Village Hall Committee</p> <p>Acceptance of Office Standing Orders Councillors Code of Conduct Register of Councillors Interests</p>	<p>Agendas are posted on Notice Boards. Agendas and Minutes are posted on the Council's website. Copies can also be inspected in the Council office by appointment.</p> <p>Agendas and Minutes are posted on the website. Originals can be inspected in the Council Office by appointment.</p> <p>These can be inspected at the Council office by appointment.</p>
<p><u>Financial</u></p> <p>The Annual Precept Figure Annual Budgets in Summary Form Payments made to contractors and suppliers</p> <p>Annual Accounts and supporting information. Financial Regulations. Risk Assessments.</p>	<p>Published in the Parish Newsletter and on the Website. Published monthly in Council Minutes Published monthly in Council Minutes</p> <p>Can be inspected at the Council Office by Appointment.</p>
<p><u>Planning</u></p> <p>Summary lists of planning applications.</p> <p>Individual planning applications & responses The adopted and draft Local Plan.</p>	<p>Published monthly within Agendas</p> <p>Can be inspected in the Council Office by appointment.</p>
<p><u>Health and Safety</u></p> <p>Health and Safety Policy Playground inspection records</p>	<p>Can be inspected in the Council Office by appointment.</p>
<p><u>Archive Material</u></p> <p>Byelaws Minute Books Burial/cremation registers Leases and Deeds Historic maps, photographs etc</p>	<p>Can be inspected in the Council Office by appointment.</p>

<u>Employment</u> Terms and conditions of employment Job descriptions	Can be inspected in the Council Office by appointment.
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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.

4. Charging Policy

Information can be inspected, by appointment at the Council Office free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council Office's photocopier at the cost of 10p per A4 sheet.

A detailed search of records (for example the Burials Register or the Council Minutes) is subject to a charge of £10 per search.

5. Review of Policy

This Policy was approved by Tibshelf Parish Council at its meeting on 20th October 2015 and will be reviewed every four years.

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 Council office to ensure that the information they require is still available.