

Beckford Parish Council

Clerk to the Council

Telephone: 07950 118355 E-Mail: beckfordpc2019@gmail.com

BECKFORD PARISH COUNCIL PUBLICATIONS POLICY

The Council adopted the Model Publication Scheme (Core Classes only) produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme

All documents are available on application to the Parish Clerk at the address above. In addition documents indicated as such below are available free from the parish website www.beckford-parish-council.org.uk

CORE CLASSES OF INFORMATION

1. Council Internal Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Minutes of council, committee and sub-committee meetings (limited to last 2 years)	A4 Loose Leaf Sheets available - Length of documents 3 to 6 pages per meeting.	Yes or free from website
Procedural standing orders	A4 Loose Leaf Sheets available - Length of document - 25 pages.	Yes or free from website
Council's annual report to parish meeting	A4 Loose Leaf Sheets available - Length of document - 1 page.	Yes or free from website

2. Code of Conduct

Information	Format in which it is available	Charge for supply (yes/no)
Members' declaration of acceptance of office	Copy of Acceptance available Length of document - 1 page	Yes
Members' register of interests	Parish Council would direct all applications to the Borough/District Council	N/A
Register of Members' interests book	Parish Council would direct all applications to the Borough/District Council	N/A

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3. Employment Practice and Procedure

Information	Format in which it is available	Charge for supply (yes/no)
Terms and conditions of employment	N/A	N/A
Job descriptions	A4 Loose Leaf format available Length of document - 2 pages	Yes

4. Planning Documents

Information	Format in which it is available	Charge for supply (yes/no)
Responses to planning applications	Standard Borough Council planning response form in loose leaf format. Length of document - 1 to 3 pages. Please specify which planning application and date for ease of reference.	Yes Summary included in minutes available free from website

6. Audit and Accounts

Information	Format in which it is available	Charge for supply (yes/no)
Annual return form - limited to the last financial year	A4 Loose Leaf format available - Length of document - 3 pages	Yes
Annual statutory report by auditor (internal and external) - limited to the last financial year	A4 Loose Leaf format available - Length of document - 2 pages	Yes
Receipt/payment books, receipt books of all kinds, bank statement from all accounts - limited to the last financial year	Accounts are kept on an Excel spreadsheet. Printout will be on A4 Paper. Approximately 20 pages Bank Statements available in A4 format - length of documents - 14 pages.	Yes
Precept request - limited to the last financial year	A4 loose leaf format available on application - Length of document - 1 page	Yes

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VAT records - limited to the last financial year	A4 loose leaf documents available - Length of document - 2 pages. Please note that this information could be confidential and may be withheld.	Yes
Financial Standing Orders and regulations	A4 loose leaf documents available - Length of document - 3 pages	Yes or free from website
Assets register - includes details of commons/village greens owned by the council, village hall and recreation ground	Assets Register available in A4 format - length of document - 2 pages	Yes or free from website
Financial risk assessments	A4 Loose leaf document	Yes

EXCLUSIONS

Core Classes of Information

Employment Practice and Procedure

'Personal records', i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998.

Planning Documents

Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps, all of which are available from the local planning and/or highway authority respectively.

Audit and Accounts

All commercially sensitive information, e.g. quotations and tenders, loan documentation and insurance policies. With regard 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.