FREEDOM OF INFORMATION

PUBLICATION SCHEME FOR

SHOTTON PARISH COUNCIL

Adopted 31/7/06

May 2006

1 GENERAL INFORMATION

Shotton Parish Council
Clerk to the Parish Council & Responsible Financial Officer
Mr Stuart Wardle
14 Claypool Farm Close
Hutton Henry
Hartlepool
Cleveland
TS27 4QZ

Telephone: 01429 836793
07904 278889

2 INFORMATION TO BE PUBLISHED	METHOD OF PUBLICATION
Council practice and procedures	
Council Agendas and Minutes	Agendas and Minutes can be inspected by appointment with the Clerk of the Parish Council.
Committee Agendas and Minutes	Agendas and Minutes can be inspected by appointment with the Clerk of the Parish Council.
Acceptance of Office	These can be inspected by appointment with the Clerk of the Parish Council.
Standing Orders Councillors Code of Conduct Register of Councillors Interests Report of Annual Parish Meeting	
Financial	
The Annual Precept	These can be inspected by appointment with the Clerk of the Parish Council
Annual Budgets Expenditure against Budget Payments made to suppliers and contractors Annual Accounts and supporting information Financial Regulations Risk Assessment VAT Return	

Lists of planning applications and responses	These can be inspected at 14 Claypool Farm Close, Hutton Henry, Hartlepool by appointment
Health and Safety	
Health and Safety Policy Playground Inspection Reports	These can be inspected at 14 Claypool Farm Close, Hutton Henry, Hartlepool by appointment
Archive Material	
Minute Books Burial/cremation records	These can be inspected at 14 Claypool Farm Close, Hutton Henry, Hartlepool by appointment
Byelaws Leases and Deeds	
Periodic Electoral Review	
Documents on last Electoral Review Documents on the last Boundary change	These can be inspected at the 14 Claypool Farm Close, Hutton Henry, Hartlepool by appointment
Planning	
Employment	
Terms and conditions of employment Job descriptions	These can be inspected at the 14 Claypool Farm Close, Hutton Henry, Hartlepool by appointment

Exempt Material

Personal information relating to Councillors (other than required to be declared in Register of Interests)
Personal information relating to employees
Tenders and bids from contractors and suppliers

Data Protection legislation prohibits the publication of certain categories of

information.

3 CHARGING POLICY

Information can be inspected, by appointment with the Clerk at the 14 Claypool Farm Close, Hutton Henry, Hartlepool free of charge.

Information which may be photocopied without breaching copyright laws can be copied at a cost of 10p per A4 sheet

A Detailed search of records is subject to a charge of £10 per search.

4 REVIEW OF POLICY

This policy was adopted by Shotton Parish Council on and will be reviewed annually.

Under Data Protection Legislation, the Council is required 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 contact the Clerk to ensure that the information they require is still available.