

FREEDOM OF INFORMATION ACT 2000
CHEDDLETON PARISH COUNCIL – PUBLICATION SCHEME

The Cheddleton Parish Council Publication Scheme is the Model Publication Scheme for Town and Parish Councils (Core Classes) with the addition of the optional documents. Excluded throughout the Model Scheme is general correspondence sent or received by councils and all information relating to private individuals by virtue of it being personal data under the Data Protection Act 1998.

All the documents listed below may be inspected free of charge by application to:-
The Parish Clerk, Ms. L. J. Eyre, 34 The Walks, Leek Staffs, ST13 8BY. Tel: 01538 385223,
email: louise.eyre.cheddletonpc@sky.com.

Copies of any document listed will be made available on request at the charge currently applying for that document – currently 5p. per. sheet.

1. COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of council, committee and sub-committee meetings – limited to the last 2 years.

Procedural Standing Orders.

Council's Annual Report to Parish Meeting.

Optional documents:-

Agendas and supporting papers for council, committee and sub-committee meetings- limited in each case to the forthcoming/immediate meeting. Copies will also be issued at the meeting, at no charge.

2. CODE OF CONDUCT

Members Declaration of Acceptance of Office.

Members Register of Interests.

Register of Members Interests Book.

3. PERIODIC ELECTORAL REVIEW

This is information concerning changes to the electoral arrangements for parish, town and community councils.

Any recommendations made by the Council will be made available to the public.

4. EMPLOYMENT PRACTICE AND PROCEDURE

Terms and conditions of employment.

Job descriptions.

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

5. PLANNING DOCUMENTS

Responses to planning applications.

Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan, the new Local Development Framework document and Rights of Way Footpath maps all of which are available from the Local Planning and/or Highway Authority respectively.

6. AUDIT AND ACCOUNTS

Annual Return form – limited to the last financial year. This is also displayed in the parish notice boards.

Annual Statutory report by Auditor (internal and external) – limited to the last financial year. This is also displayed in the parish notice boards.

Receipts/Payment books. Receipt books of all kinds. Bank Statements from all accounts – limited to the last financial year.

Precept request – limited to the last financial year. Also contained in the minutes.

VAT records – limited to the last financial year.

Financial Standing Orders and Regulations.

Assets register.

Risk Assessments.

7. OPTIONAL DOCUMENTS

Fees and charges applied by the Council.

Exclusions – 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.