

FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEME

SAXBY ALL SAINTS PARISH COUNCIL

1. General Information

Authority: Saxby All Saints Parish Council
9 New Rd
Worlaby
Brigg
North Lincolnshire
DN20 0PE
01652 618664
clerk@saxbyallsaints-pc.gov.uk

Responsible Officer: Mrs Louise Ward, Parish Clerk

Councillors: Mr Ken Bates Chairman
Mr Mel Young Vice-Chairman
Mr Charlie Barton
Mrs Dorothy Fagge
Mrs Pauline Leitch
Mr Andrew Simpson

2. Information to be Published:

3. Method of Publication

<u>Council Practice and Procedures</u>	
Council Agenda and Minutes (including Committees)	Agendas are posted on the village noticeboards and website three days (excluding weekends and bank holidays) prior to any meeting. A PC website will be available from summer 2016.
Acceptance of Office Standing Orders Councillors Code of Conduct Register of Councillors' Interests	Copies may be obtained by emailing the Clerk.)) This may be accessed via http://www.northlincs.gov.uk/registerofinterests
<u>Financial Matters</u>	
The Annual Precept figure	Published in North Lincolnshire Council's 'Direct Magazine' usually in the spring or via http://www.northlincs.gov.uk/news/direct/
Annual Budget Summary Expenditure against Budget (published quarterly)	Copies may be obtained by emailing the Clerk (
Payments made to contractors and suppliers	Published in Minutes
<u>Financial cont.</u>	
Annual Accounts and supporting information Financial Regulations Risk Assessments	Posted on Notice Boards and village website Copies may be obtained by contacting the Clerk.)

<p><u>Planning</u></p> <p>Information on current Planning Applications</p> <p>Individual planning applications & responses</p> <p>The Adopted and Draft Local Plan</p>	<p>Applications are noted on the Agenda and responses detailed in the Minutes. Applications may be viewed online via North Lincolnshire Council's website http://www.northlincs.gov.uk/environment/planning/disclaimer/</p> <p>May be viewed online via North Lincolnshire Council's website http://www.northlincs.gov.uk/environment/planning/disclaimer/</p> <p>May be viewed online via North Lincolnshire Council's website http://www.northlincs.gov.uk/environment/planning/spatial-planning/local-development-framework/localplan/</p>
<p><u>Periodic Electoral Review</u></p> <p>Documents relating to the last Electoral Review</p> <p>Documents relating to the last boundary change</p>	<p>Available via North Lincolnshire Council</p>
<p><u>Archive Material</u></p>	<p>In archives and storage.</p>
<p><u>Employment</u></p> <p>Terms and Conditions of Employment</p> <p>Job Descriptions</p>	<p>Copies may be obtained by emailing the Clerk</p>

4. Exempt Material

Personal information relating to Councillors other than that which must be declared in the Register of Interests.

Personal information relating to employees.

Tenders and bids from contractors and suppliers.

Note: Data Protection legislation prohibits the publication of certain categories of information.

5. Charging Policy

Information that can be photocopied without breaching copyright laws can be copied on the Council Office photocopier at the cost of 15p per A4 sheet with a limit of 50 sheets per request.

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

6. Review of Policy

Publication of this policy was approved by Saxby All Saints Parish Council at its meeting on 10th May 2017 and it will be reviewed annually.

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