

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

HERNE & BROOMFIELD PARISH COUNCIL 2002

1. General Information

Authority: Herne & Broomfield Parish Council, Parish Office, Herne Mill, Mill Lane, Herne, Herne Bay Kent CT6 7DR
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E-mail: hbparishcouncil@lineone.net
The Parish Office is open Monday to Friday 9.15 am to 12.30 pm.

Responsible Officer Monica Blyth, Clerk to the Council

The Freedom of Information Act requires Councils to make available information held by them.

The following items listed in this publication scheme are not covered by the Freedom of Information Act, as they are published and readily available.

2. Information to be published 3. Method of Publication as listed below:

Council Internal Practice & Procedure

- Council Minutes, committees, for the last 2 years
- Standing Orders
- Terms of Reference of Committees

Agendas & minutes and Terms of Reference of Committees are available on the Web site and Agenda's are posted on Notice Boards. Originals may be inspected in the Parish Office by appointment, copies can be sent via email or post (£)

Code of Conduct

- Model Code of Conduct 2001
- Register of current Councillor's Interests

Originals can be inspected in the Parish Office by appointment, or District Council Offices

Periodic Electoral Review Any information held is available to view at Parish Office by appointment.

Employment Practice and Procedures

- Terms and Conditions of employment
- Job Descriptions

Information is available from Parish Office by appointment.

Planning Documents

- Planning applications may be inspected in the Parish Office

• Summary lists of current planning applications
Displayed on Notice Boards and available on Web site

- Responses to planning applications

Can be inspected in the Parish Office by appointment and are also published in the minutes on the Web site.

- Decisions of the Planning Authority

Are available from Canterbury City Council Planning Department

Full current & past planning details may be inspected at
Canterbury City Council Offices, Military Road, Canterbury Kent CT1 1YW

- Parish Plan

Copies available from the Parish Office £2

Audit & Accounts

- Annual Return Form for the last financial year.
- Annual Report by Auditor for the last financial year

Available to view at the Parish Office by appointment. Copies available (£)

- All accounts books, bank statements for the last financial year
- Precept request for the last financial year
- VAT records for the last financial year
- Financial Standing Orders
- Assets Register
- Risk Assessments
- Register of members allowances for the last financial year

Documents may be inspected in the Parish Office by appointment. Copies available (£)

Council Circulars/Newsletters

- Parish Council Newsletters

Copies may be inspected in the Parish Office by appointment. All households receive a copy

Exempt Material

Personal information relating to Councillors (other than required to be declared in the Register of Interest)

Some information from the Minutes may be redacted in accordance with Data Protection Act and/or exempt under section 41 of the FOI Act

Personal information relating to employees (including salary, appraisal reports & sickness records)

Tenders and bids from contractors and suppliers

4. Charging Policy

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

Some of the information, if held on computer, can be emailed free of charge on request.

Information that can be photocopied without breaching copyright laws can be copied on the Parish Office photocopier at the cost of 50p per A4 sheet: to take account of copier costs. These items are indicated with (£). This may only be done by prior appointment. Any items requested can be posted if required; the cost of a 2nd class stamp will be added for up to 10 pages, anything over that, the postage cost will be calculated accordingly.

5. Record Retention Times

It should be noted that not all material is retained indefinitely. The Current requirements for Local Councils (Legal Topic Note 38) are that the following Minimum retention period applies:

Document	Period	Reason
Minute Book	Indefinite	Archive
Scales of Fees & Charges	Five Years	Management

Accounts	Indefinite	Archive
Receipt Books	Six Years	VAT
Bank Statements/Deposit Books	Last Completed Audit Year	Audit
Bank Paying-in Books	Last Completed Audit Year	Audit
Cheque Book Stubs	Last Completed Audit Year	Audit
Invoices	Six Years	VAT
VAT Records	Six Years	VAT
Petty Cash Records	Six Years	VAT
Insurance Policies	While Valid	Management
Deeds	Indefinite	Audit/Management

6. Review of Policy

This Policy was approved by Herne & Broomfield Parish Council at its meeting on 12th December 2002.

Approved at the Parish Council Meeting
Ref.Min.229.02 Dated 12th December 2002

Monica Blyth
Clerk to the Council

This policy was reviewed and accepted on 9th June 2005