

BLEADON PARISH COUNCIL

FREEDOM OF INFORMATION ACT 2000 - PARISH PUBLICATION SCHEME

1. General Information

Authority	Bleadon Parish Council The Chippings 21 Stoneleigh Close Burnham-on-Sea Somerset TA8 2EE Tel: 01278-787555	Responsible Officer	Mr B Poole Parish Clerk
		Maintaining Officer	Mr B Poole Parish Clerk
		Fax: 01278-788642	
		E-Mail bruce.poole2@btopenworld.com	
		Web www.bleadonparishcouncil.gov.uk	
		Office Hours 10.00 am to 1.00 pm	
		Data Protection Registration Number Z6573697	

2. Information to be Published	3. Method of Publication
<p><u>Council Internal Practice and Procedure</u></p> <p>Minutes - Council Committees and Sub Committees</p> <p>Council's Annual Report to the Parish Meeting</p> <p>Procedural Standing Orders</p> <p>Limited to one year on Web Site otherwise limited only by availability</p>	<p><u>Agendae</u> are posted on the Coronation Hall Village Notice Board The Post Office Bridgwater Road and at The Veale and the Village Web Site.</p> <p><u>Minutes</u> are posted on the Village Web Site and can be inspected by appointment with the clerk.</p> <p>Published in the Village Newsletter and posted on the Village Web Site. Minutes can be inspected by appointment with the clerk.</p> <p>Can be inspected on the Village Web Site and can be inspected by appointment with the clerk</p>
<p><u>Code of Conduct</u></p> <p>Members Declaration of Acceptance of Office Members Register of Interests Register of members Interest book</p>	<p>Can be inspected by arrangement at any Parish Council Meeting on the 2nd Monday in each month excepting August or by appointment with the clerk</p>
<p><u>Periodic Electoral Review</u></p> <p>Documents on last Electoral Review/Boundary Changes Proposals for future changes</p>	<p>Can be inspected by appointment with the clerk</p>
<p><u>Employment Practice and Procedure</u></p> <p>Job descriptions</p>	<p>Can be inspected by appointment with the clerk</p>

<p><u>Planning Documents</u></p> <p>Summary list of planning applications Response to Planning Applications The adopted and draft local plan</p>	<p>Published in the Council Agenda which is posted on the Village Notice Boards as well as on the Village Web Site. Published in the Council Minutes and can be inspected by appointment with the clerk.</p>
<p><u>Audit & Accounts</u></p> <p>The Annual Precept Figure Annual Budgets in Summary Form Payments made to Contractors and Suppliers Annual Accounts and supporting information Financial Regulations Risk Assessment Asset Register VAT Records</p> <p>Limited to the last two years</p>	<p>Published in the Council Minutes and Village Newsletter and can be inspected by prior appointment with the clerk. Published on the Village Web Site</p>
<p><u>Development and Implementation of Policy</u></p> <p>Policy Statements issued by the Parish Council Response made by Council to consultation papers Analysis of responses received to public consultations By the Parish Council Village Appraisals Complaints Handling procedure</p>	<p>Can be inspected by appointment with the clerk</p>
<p><u>Byelaws</u></p> <p>The Regulations for the :-</p> <ul style="list-style-type: none"> • Children’s Playground • Village Allotments • Roman Road Lay Bys 	<p>Can be inspected by appointment with the clerk</p>
<p><u>Parish Council Newsletter</u></p> <p>Production and Circulation of Village Newsletter</p>	<p>Personally distributed to Village Households and posted on the Village Web Site</p>
<p><u>Allotments</u></p> <p>Layout of plots Standard Tenancy Agreement</p>	<p>Can be inspected by appointment with the clerk and posted on the Village Web Site</p>
<p><u>E-Mails</u></p>	<p>Unless Council e-mails that are sent and received are considered important enough to be filed they are deleted on a weekly basis.</p>

4. Exempt Material

Personal information relating to Councillor's (other than required to be declared in the 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

5. Charging Policy

Information can be inspected by prior appointment with the clerk without charge

Information that requires photocopying without breaching copyright laws will be at the cost of 12 pence per A4 copy.

A detailed search of records (for example records outside the stated time factor) is subject to a charge of £10.00 per search plus any related photocopying costs.

6. Review of Policy

This Policy was approved by Bleadon Parish Council at its meeting on the 9th December 2002 and will reviewed annually at the Annual Meeting of the Parish Council.

NOTE

Under Data Protection Legislation the Council is required regularly 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 telephone the Parish Clerk in the first instance to ensure that the information that they require is still available.

Re-adopted 12/05/08