

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

BONBY PARISH COUNCIL

1. General Information

Authority: Bonby Parish Council,
North End,
121 Main Street,
Bonby,
DN20 0PY

01652 618738
www.Bonby.org
Clerk4Bonby@gofast.co.uk

Responsible Officer: Mrs Jean Brown, Parish Clerk

Councillors: Mr K Jackson (Chairman)
Mr R Greenough
Mr N Smith
Mrs S Harriman
Mr D Oliver
Mrs D Higson
Mr C Skoyles

2. Information to be published	3. Method of Publication (Contact the Clerk, Mrs J Brown, 01652 618738) Clerk4Bonby@gofast.co.uk)
<p><u>Council practice and procedures</u></p> <p>Council Agendas and Minutes</p> <p>Committee Agendas and Minutes:</p> <p>Acceptance of Office Standing Orders Councillors Code of Conduct Register of Councillors Interests Bonby Parish Council Position Statement</p>	<p>Agendas are posted on Notice Boards. Agendas and Minutes are posted on the village web site. Copies can also be inspected via the Clerk or an email copy may be requested.</p> <p>Agendas are posted on Notice Boards. Agendas and Minutes are posted on the village web site. Copies can also be inspected via the Clerk or an email copy may be requested.</p> <p>)) These can be inspected by appointment with the Clerk on 01652 618738)</p>
<p><u>Financial</u></p> <p>The Annual Precept Figure Annual Budgets in Summary Form Expenditure against Budget in Summary Form Payments made to contractors and suppliers</p> <p>Annual Accounts and supporting information Financial Regulations Risk Assessment</p>	<p>Published in the District Council leaflet Appended to Council Minutes Appended to Council Minutes Published in Council Minutes</p> <p>)) Can be inspected by appointment with the Clerk) on 01652 618738</p>
<p><u>Planning</u></p> <p>Information on planning applications received</p> <p>Individual planning applications & responses The adopted and draft Local Plan</p>	<p>Applications noted on agenda and responses detailed in Minutes. Applications may be viewed on line via North Lincolnshire Council or via the Clerk.</p> <p>) Can be inspected by appointment with the Clerk) or via North Lincolnshire Council</p>
<p><u>Archive Material</u></p> <p>Minute Books</p> <p>Leases and Deeds</p>	<p>Lincolnshire Archives, St Rumbold Street, Lincoln</p> <p>With the Parish Council Solicitors – Hefts, Johnson Whiting, 11 Bigby Street, DN20 8EP</p>
<p><u>Periodic Electoral Review</u></p> <p>Documents on last Electoral Review Documents on the last Boundary change</p>	<p>Available via North Lincolnshire Council</p>
<p><u>Employment</u></p> <p>Terms and conditions of employment Job descriptions</p>	<p>Can be inspected by appointment with the Clerk</p>

Exempt Material

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

Personal information relating to employees

Tenders and bids from contractors and suppliers

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

4. Charging Policy

Information can be inspected, by appointment with the Clerk free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council Office photocopier at the cost of 10p 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.

5. Review of Policy

This Policy was approved by Bonby Parish Council at its meeting **on 2nd February 2009** and will be reviewed every four years.

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 Council office to ensure that the information they require is still available.