

## FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

### Bishopthorpe Parish Council

#### 1. General Information

Authority: Bishopthorpe Parish Council  
 Responsible Officer: C Godfrey, Parish Clerk  
 Maintaining Officer: C Godfrey, Clerk

2. Information to be published	3. Method of Publication
<p><u>Council practice and procedures</u></p> <p>Council Agendas and Minutes</p> <p>Acceptance of Office                      Standing Orders                      Councillors Code of Conduct                      Register of Councillors Interests</p>	<p>Agendas are posted on Notice Boards. Agendas and Minutes are posted on the Council's web site. Copies can also be inspected in Bishopthorpe library.</p> <p>)                      ) These can be inspected by appointment                      )</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 monthly in Council Minutes                      )                      )                      ) Can be inspected by appointment                      )</p>
<p><u>Planning</u></p> <p>Summary lists of planning applications</p> <p>Individual planning applications &amp; responses</p>	<p>Detailed in monthly agenda and minutes</p> <p>Detailed in monthly agenda and minutes</p>
<p><u>Health and Safety</u></p> <p>Playground inspection records</p>	<p>) Can be inspected by appointment</p>
<p><u>Archive Material</u></p> <p>Minute Books                      Leases and Deeds                      Historic maps, photographs etc</p>	<p>) Can be inspected by appointment</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 at the Council Office free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council Office 's photocopier at the cost of £1 per A4 sheet.

A detailed search of records (for example the Burials Register or the Council Minutes) is subject to a charge of £25 per search.

#### **5. Review of Policy**

This Policy will be reviewed every year.

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