

FREEDOM OF INFORMATION ACT 2000
PUBLICATION SCHEME
BISLEY-WITH-LYPIATT PARISH COUNCIL 2002

Authority **BISLEY-WITH-LYPIATT PARISH COUNCIL**

Website: www.bisley-with-lypiatt.gov.uk

Telephone: [01452 771089](tel:01452 771089)

Responsible & Maintaining Officer

Mrs T A Howes, Clerk to the Council

Information to be published

Bisley-with-Lypiatt Parish Council wishes to demonstrate that it has regard to the public interest in allowing access to information it holds/publishes:

Method of Publication

Parish Office by appointment Monday-Friday during office hours, 9am - 12pm &/or Parish Website, Parish Newsletters (usually bi-monthly) circulating in the 3 villages.

7 Notice Boards contain a list of the names, addresses & telephone numbers of Parish Councillors & the relevant District & County Councillors.

The Parish Council Office is situated in the Clerk's home & it may therefore be necessary to arrange an alternative time & place for appointments for reasons of personal security and safety.

Internal Practice and Procedure

Notices of Meetings

Notices are posted on 7 Notice Boards: Bournes Green, Bussage at Alder Way, Eastcombe Post Office, Bisley near The Bear Inn, Waterlane, Oakridge Village Hall, Far Oakridge. They can also be viewed on the website: www.bisley-with-lypiatt.gov.uk.

Council Minutes

Copies can be obtained at the Parish Office or on the website.

Annual Parish Meeting

(between 1 March & 1 June) is advertised on Notice Boards and on the website.
Local organisations invited to attend & contribute reports.

Annual Parish Meeting Minutes

Copies can be inspected at the Parish Office by appointment and viewed on the website.

Public Meetings arranged by the Council

Advertised widely to attract maximum attention using a variety of methods. More use of the web is anticipated as an optional method of publicity.

Committees

Meet only as necessary. Members are appointed to specific committees at the Annual Meeting in May.

Committee Minutes

Copies can be inspected at the Parish Office by appointment.

Standing Orders

Those adopted can be inspected as above.

Code of Conduct

Councillors - Model Code of Conduct 2001)

Cllrs' Declarations of Acceptance of Office) Each of these can be inspected at the Parish
Register of Current Councillors Interests) Office by appointment

Periodic Electoral Review information

By Appointment or at the District Council Offices

Periodic Electoral Review

Can be viewed at the Parish Office by appointment.

The Employment Practice of the Council

Can be inspected at the Parish Office by appointment

Planning

Details of Planning Applications) Full current & past details may be inspected at the Stroud
Decisions of the Local Planning Authority) District Council Offices Ebley Mill Stroud Glos GL5 4UB
Individual current Planning Applications) Can also be inspected at the Parish Office by appointment
Responses to Planning Applications)

Audit and Accounts

The Annual Precept Figure Published in Council Minutes & Newsletter
The Accounts Can be inspected at the Parish Office by appointment
Expenditure against Budget in Summary Can be inspected at the Parish Office by appointment
Payments & Receipts Can be inspected at the Parish Office by appointment
Reconciliation Can be inspected at the Parish Office by appointment
Annual Accounts & supporting information Can be inspected at the Parish Office by appointment
Audited Accounts & Certificates Can be inspected at the Parish Office by appointment
VAT Records The Council is not registered for VAT charging purposes but
reclaims VAT it has paid on goods or services
Financial Regulations Can be inspected at the Parish Office by appointment
Risk Assessment Can be inspected at the Parish Office by appointment

Housing Needs Survey Report The results of a housing needs survey in the Parish was completed in January 2003.

Allotments Register The register of allotments holders can be inspected at the Parish Office by appointment. There are 5 sites.

Public Service Information

Bisley-with-Lypiatt PC regularly publishes various documents, eg crime prevention information on the main or other village notice boards in response to requests from other bodies.

Statutory Notices from other authorities

Such as footpath modification notices are occasionally sent to The Parish Council so that they can be inspected at the Council Office &/or displayed locally. Included in this category are Election Notices for County, District & Parish Council Elections.

Archive Material

Minutes of the Council

Those still held can be inspected at the Parish Office by appointment. Older Minutes are held by Gloucestershire County Council Records Office, Alvin Street, Gloucester.

Village Appraisal

The Council still holds copies it published in 1998; these are available free of charge to any interested party.

Exempt Material

Personal information relating to Councillors (other than required to be declared in the Register of Interests)
Confidential Minutes
Personal information relating to employees (including salary)
Quotations from contractors and suppliers
General correspondence sent or received (Data Protection Act 1998)

Charging Policy

Information can be inspected, by prior appointment, at the Parish Office free of charge.
Information which can be photocopied without breaching copyright laws may be copied on the Clerk's photocopier at 50p per A4 sheet to take account of Officer time - this only by prior appointment.
A detailed search of records is subject to a charge of £10 per search to take account of Officer time.
Photocopying of information as above. The Council is not registered for VAT charging purposes.

Record Retention Times

Not all material is retained indefinitely. Current requirements for Local Councils are that the following Minimum retention periods apply:

Document	Period	Reason
Minute Books	Indefinite	Archive
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
Allotments Register	Indefinite	Audit/Management

Review of Policy

This Policy was approved by Bisley-with-Lypiatt Parish Council at its meeting on 8th January 2003

Revised 3rd November 2004