

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

1. General Information

Authority: Quorn Parish Council
 7 High Street
 Quorn
 LE12 8DS

Responsible Officer: Christina Gibbs – Clerk and RFO

2. Information to be published	3. Method of Publication (Council Office is open from 10 am to 12 noon)
<p><u>Council practice and procedures</u></p> <p>Council Agendas and Minutes</p> <p>Committee Agendas and Minutes: Village Hall Committee Environment Committee Finance Committee</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 the Council office (by appointment)..</p> <p>Agendas and Minutes are posted on the web site and copies are placed in the town library. Originals can be inspected in the Council Office by appointment.</p> <p>))These can be inspected at the Council office 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 in the District Council leaflet Published monthly in Council Minutes Published monthly in Council Minutes Published monthly in Council Minutes</p> <p>)) Can be inspected at the Council Office by) appointment</p>
<p><u>Planning</u></p> <p>Summary lists of planning applications</p> <p>Individual planning applications & responses The adopted and draft Local Plan</p>	<p>Displayed on Notice Boards, and on the web site twice monthly</p> <p>)Can be inspected in the Council Office by) appointment</p>
<p><u>Health and Safety</u></p> <p>Health and Safety Policy Playground inspection records Swimming pool inspection records</p>	<p>) Can be inspected in the Council Office by) appointment)</p>
<p><u>Archive Material</u></p> <p>Byelaws Minute Books Burial/cremation registers Leases and Deeds Historic maps, photographs etc</p>	<p>)) Can be inspected in the Council Office by) appointment)</p>

<u>Periodic Electoral Review</u>	
Documents on last Electoral Review Documents on the last Boundary change)Can be inspected in the Council Office by) appointment
<u>Employment</u>	
Terms and conditions of employment Job descriptions)Can be inspected in the Council Office by) appointment

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 10p per A4 sheet.

A detailed search of records (for example the Burials Register or the Council Minutes) is subject to a charge of £10 per search.

5. Review of Policy

This Policy was approved by Quorn Parish Council at its meeting on 2nd December 2008 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.