

Tattenhall & District Parish Council
Publication Scheme (Adopted 11th November 2002)

The Parish Council has declared to the Information Commissioner that the following information be available for public inspection under the Freedom of Information Act 2000.

Documents may be inspected or photocopies provided at cost on application to the Clerk.

1) COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of Council, committee and sub-committee meetings-limited to last 2 years.
Procedural Standing Orders

2) CODE OF CONDUCT

Members Declaration of Acceptance of Office
Members Register of Interests
Register of Members Interests Book

4) EMPLOYMENT PRACTICE AND PROCEDURE

Terms & conditions of employment
Job descriptions
Exclusions-"personal records"-i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998

5) PLANNING DOCUMENTS

Responses to planning applications
Exclusions-copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning and/or highway authority respectively.

6) AUDIT AND ACCOUNTS

Annual return form-limited to the last financial year

Annual statutory report by Auditor (internal and external)-limited to the last financial year

Receipt/Payment books, receipt books of all kinds, Bank Statements from all accounts-limited to the last financial year

Precept request- limited to the last financial year

VAT records- limited to the last financial year

Financial Standing Orders and Regulations

Assets Register-this will include details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds

Risk assessments

Exclusions-all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged