

ECCLESTON PARISH COUNCIL

PUBLICATION SCHEME FREEDOM OF INFORMATION ACT 2009

Under the Freedom of Information Act 2000 every parish meeting is required to adopt and maintain a publication scheme setting out the types of information it will make available, how that information can be obtained and whether a charge will be made for that information. The purpose of this publication scheme is to be a means by which the parish meeting can make a significant amount of information available routinely.

The scheme will ensure that the parish meeting will publish more information proactively, and help it to develop a greater culture of openness and transparency. Eccleston Parish Council meeting's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide a leadership focus for the community.

Eccleston Parish Council will make information available in the following ways:

1. COUNCIL INTERNAL PRACTICE & PROCEDURE

Information	Format in which it is available	Charge for supply
Minutes or notes of parish meetings and committee meetings (limited to last 2 years)	Viewing Minutes either from Eccleston Library, website on ecclestonpc.org.uk or by contacting the Clerk on 01925 292747	Basic photocopying charge of 10 pence/page plus any 2 nd class posting and packaging costs

2. PLANNING DOCUMENTS

Information	Format in which it is available	Charge for supply
Responses to planning applications	Minutes of Parish Meetings as above or Clerk on 01925 292747	Basic photocopying charge of 10 pence/page plus any 2 nd class posting and packaging costs

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.

3. AUDIT & ACCOUNTS

Information	Format in which it is available	Charge for supply
Annual Return form – limited to the last financial year	Copy of the annual submission to the external auditor on application to the Clerk on 01925 292747	Basic photocopying charge of 10 pence/page plus any 2nd class posting and packaging costs
Annual statutory report by the auditor (internal & external) – limited to the last financial year	As above	As above

4. OTHER FINANCIAL INFORMATION

Information	Format in which it is available	Charge for supply
Receipt/payment books, receipt books of all kinds, bank statements from all accounts – limited to the last financial year	By making an appointment with the Clerk on 01925 292747 to view the information	Basic photocopying charge of 10 pence/page plus any 2nd class posting and packaging costs
Precept request – limited to the last financial year	Annual Parish Council Magazine, Council Minutes Request made to the Clerk	As above

EXCLUSIONS – All commercial sensitive information, eg 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, ie 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.

5. EMPLOYMENT PRACTICE & PROCEDURES

Information	Format in which it is available	Charge for supply
Terms & conditions of employment/job description	Clerk – applies only to prospective employees of the Parish Council	Basic photocopying charge of 10 pence/page plus any 2nd class posting and packaging costs

6. COUNCIL INTERNAL PRACTICE & PROCEDURE

Information	Format in which it is available	Charge for supply
Agendas & supporting papers for parish meetings – limited in each case to the forthcoming/immediate meeting	Library, noticeboards, Clerk	Basic photocopying charge of 10 pence/page plus any 2nd class posting and packaging costs

7. DEVELOPMENT & IMPLEMENTATION OF POLICY

Information	Format in which it is available	Charge for supply
Standing Orders	Issued to all Town and Parish Councils in booklet form by the Local Association of Parish & Town Councils at a cost of £10 (as at 1/1/09)	£10 plus postage & packing on application to the Clerk