

FREEDOM OF INFORMATION PUBLICATION SCHEME FOR STOWE BY CHARTLEY PARISH COUNCIL.

1. General Information.

Authority: Stowe by Chartley Parish Council,
42, Old Acre Lane,
Brocton,
Stafford. ST17 0TW

Tel. 01785 662160

Responsible Officer: John Blount, Parish Clerk

Maintaining Officer: John Blount, Parish Clerk

2. Information to be published.	3. Method of Publication.
<p><u>Council practice and procedures.</u> Council Agenda and Minutes</p> <p>Acceptance of Office. Standing Orders. Councillors Code of Conduct Register of Councillors' Interests Report of Annual Parish Meeting</p>	<p>Agenda are posted on notice boards. Agenda and Minutes are posted on the council's web site. Copies can also be inspected at the council's offices by appointment.</p> <p>} These can be inspected at the Council Offices by appointment.</p>
<p><u>Financial.</u> The Annual Precept figure. Annual Budgets in Summary Form Payments made to contractors and suppliers. Expenditure against Budget in Summary Form</p> <p>Annual Accounts and supporting information. Financial Regulations. Financial Risk Assessment. VAT Returns.</p>	<p>Published in Borough Council leaflet. Published in January Minutes on web site. Published in Agenda on web site. These can be inspected at the Council Offices by appointment.</p> <p>} These can be inspected at the Council Offices by appointment.</p>
<p><u>Planning.</u> Summary list of planning applications.</p> <p>Individual planning applications and responses.</p> <p>The Local Plan and draft Local Development Framework Documents.</p>	<p>Published in Agenda and Minutes on web site</p> <p>These can be inspected at the Council Offices by appointment.</p> <p>These can be inspected at the Borough Council's offices.</p>
<p><u>Health and Safety.</u> Risk assessments. Playground inspection records.</p>	<p>} These can be inspected at the Council Offices by appointment.</p>
<p><u>Archive Material</u> Minute books. Deeds.</p>	<p>} These can be inspected at the Council Offices by appointment or, for older records, at the County Archive.</p>

2. Information to be published.	3. Method of Publication.
<u>Periodic Electoral Review.</u> Documents on last Electoral Review. Documents on last Boundary Change.	These can be inspected at the Borough Council's offices.
<u>Employment</u> Terms and conditions of employment Job Description	} These can be inspected at the Council Offices by appointment.

Exempt Material.

Personal information relating to Councillors (other than required 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 at the Council Offices, by appointment, free of charge.

Information that can be photocopied without breaching copyright laws can be copied at a cost of 10p per A4 sheet.

A detailed search of records is subject to a charge of £10 per hour.

5. Review of Policy.

This policy was approved by Stowe by Chartley Parish Council at its meeting on 27th March 2007 and will be reviewed bi-annually.

Note: Under Data Protection legislation, the Council is required 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 clerk to ensure that the information they require is still available.