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Community Noticeboard



Agendas/Minutes



Annual Report



Beechen Hall



Committees



Community Strategy



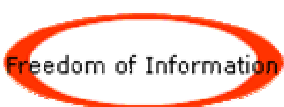
Contacts/councillors



Election 2012



Finance



Freedom of Information



Grants



Halls



Leaflets



Links/issues

Freedom of Information Act 2000 – Publication Scheme.

Model Publication Scheme for local councils (Core classes, plus optional classes of information) adopted 3rd November 2008.

Contents

Introduction

Publication Scheme.

Classes of Information

Records Management Policy.

Q The Freedom of Information scheme is intended to encourage local councils to publish more information proactively and to develop a greater culture of openness and transparency. All local authorities are required to have a publication scheme and to list the information it produces (Classes of Information). Other information is available at the parish office or the Clerk may know its location/publisher and help will be given where possible to locate it (e.g. the parish council does not publish but does have a copy of the Local Plan that may be consulted). Details of the Freedom of Information publication scheme and Classes of Information will be available on the parish council's website and from the parish office. Notices advertising the publication scheme will regularly be displayed on the community noticeboards in the parish.

Boxley Parish Council endeavours to be open and accountable and is happy to make the documents detailed in the following list available. Photocopies of documents requested under this scheme will be forwarded within 20 working days.

If a request for information is refused a reason/explanation must be supplied. Appeals against any refusal can be made using the parish council's existing complaint procedure. Details of the complaints procedure is explained on the parish council's website or in the leaflet "Complaints Procedure" which is available from the parish office. If the applicant is not satisfied with that response there is a procedure to appeal to the Information Commissioner. Further information on the procedures and the scheme can be found at www.ico.gov.uk.



Meeting Dates



More about us



PCSO



Photo Album



Planning



Round Wood



Vinters Valley Park



Walderslade Woods



Youth and Community



surveys/feedback

It is not the intention of the parish council to charge for copies of this scheme or for information requested. However it has reserved the right to do so. Charging (for the cost of photocopying and postage and packaging) will be at the discretion of the Clerk and the Chairman of the parish council. When dealing with issues such as charging or vexatious requests the parish council will use the guidance published by the Information Commissioners Officer to reach a decision.

Further information or copies of particular documents can be requested from or consulted at the parish office, the opening hours of which are generally 8:50 – 14:30 Monday - Friday. Arrangements can be made to open the parish office outside of these hours. In the spirit of openness and accountability the parish council allows residents to address members at its public meetings. Details can be obtained from the parish council website or office.

The Clerk to the Council will be responsible for operating the scheme on a day to day basis. The Chairman to the Parish Council will be responsible in the absence of the Clerk.

The parish council has adopted a Record Management Policy and Procedure. This details the length of time documents are kept before they are disposed of. A copy detailing the Policy and Document Retention Periods can be obtained from the parish office.

Classes of Information.

Who are we and what we do.

Minutes of council, committee and sub-committee meetings – limited to the last two years.

Councils' Annual Report to Parish Meeting.

Agendas and supporting papers for council, committee and sub-committee.

Members Declaration of Acceptance of Office.

Information relating to the last Periodic Electoral Review of the council area.

Information relating to the last boundary review of the council area.

Responses to planning applications.

Reports and responses by council to consultation papers.

Reports produced for Overview and Scrutiny Committees.

Parish Newsletter (one year).

Parish Information Leaflets.

Information related to work by the parish council and parish office relating to local issues (e.g. highway problems).

What we spend and how we spend it.

Annual return form.

Annual Statutory report by auditor (internal and external).

Budget details.

Income and Expenditure records, Bank Statements for all accounts.

Precept request.

VAT records.

Investment Review

Allowances and Subsistence.

Terms and 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.

What our priorities are and how we are doing.

How we make decisions.

Standing Orders.

Terms of Reference for Committees.

Financial Regulations.

Complaints handling procedure

Community Engagement Strategy

Our policies and procedures.

Policies and Procedures relating to the management of Beechen Hall.

Beechen Hall and Other Disasters policies.

Race Equality Review.

Protocol for attending parish council and committee meetings.

Freedom of Information.

Records Management Policy and Procedure.

Equal Opportunities Statement

Health and Safety Policy.

Disciplinary Procedure.

Grievance Procedure.

Risk Assessments.

Fees and charges applied by the council.

Grants Procedure and Policy.

Investments approved Policy.

Petty Cash.

Boxley Burial Ground Regulations and grave plans.

Payment of bills by Direct Debit and Standing Orders policy

Parish councillor guidance notes for site visits/lobbying.

Use of Boxley Green and Wildfell Close Open Space.

Sale of Public Land

Pre Planning Application discussions

Grounds Maintenance Contract

Absences- Guidance notes for acceptable reasons.

Committee Membership

Draft minutes publication on website policy.

Meetings – Protocol for attending

Parish Councillor guidance notes for site visits/lobbying/Predetermination etc.

Replacement Procedures for projects not managed by parish office.

Setting Policy Procedure

Training Strategy.

List and Registers.

Members Register of Interests.

Assets and Inventory lists.

Boxley Burial Ground Registers.

The Services we offer.

Beechen Hall (see Our policies and procedures)

Boxley Burial Ground (see Our policies and procedures) *Exclusions – all documentation relating to individual applications and registrations under both privacy and data protection laws.

Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footway maps all of which are available from the local planning and/or highway authority respectively.

Ref. Policy/Freedom

03.11.08

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