

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

DEEPING ST JAMES PARISH COUNCIL 2002

1. General Information

Authority: Deeping St James Parish Council, The Institute, 38 Church Street,
 Deeping St James, PE6 8HD
 Tel/Fax: 01778 343266 email: clerk@dsjpc.org.uk
 Responsible Officer: Sheila Kostyrka, Parish Clerk

2. Information to be published	3. Method of Publication
<p><u>Council practice and procedures</u></p> <p>Council Minutes Committee Minutes Parish Council's Annual report to Parish Meeting</p> <p>Acceptance of Office Standing Orders Councillors Code of Conduct Register of Members Interest Book</p> <p>Register of Councillors Interests</p>	<p>Available for inspection at The Institute (by appointment), and the Council's web site. Please note that agendas and minutes are posted on the Notice Board outside the Institute and the web site www.dsjpc.org.uk . If you would like a hard copy, please telephone the Clerk.</p> <p>Available for inspection at The Institute by appointment.</p> <p>Held at South Kesteven District Council offices at Grantham for inspection by prior appointment.</p>
<p><u>Financial</u></p> <p>The Annual Precept Figure Annual Budgets in Summary Form Payments made to contractors and suppliers</p> <p>Annual Accounts and supporting information including assets register, VAT records and Annual Statutory report by the auditor. Financial Regulations Risk Assessment</p>	<p>Published in the District Council leaflet Published in Council Minutes Published in Council Minutes</p> <p>Can be inspected at The Institute by appointment.</p>
<p><u>Planning</u></p> <p>Responses to planning applications</p>	<p>Notice containing list of planning applications to be considered is displayed on Notice Boards and on the web site. Responses are recorded in the Council Minutes.</p>
<p><u>Periodic Electoral Review</u></p> <p>Documents on last Electoral Review Documents on the last Boundary change</p>	<p>Held at South Kesteven District Council offices at Grantham for inspection by prior appointment.</p>
<p><u>Employment</u></p> <p>Terms and conditions of employment Job descriptions</p>	<p>Can be inspected at The Institute by appointment</p>

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.

4. Data Protection Legislation

Please note that Data Protection Legislation prohibits the publication of certain categories of information.

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 Institute to ensure that the information they require is still available.

5. Charging Policy

Information available on the website and at The Deepings Library can be inspected free of charge. Information held at The Institute can be inspected by appointment and in most instances will be free of charge but it should be noted that a detailed search of records (for example the Council Minutes) needing the assistance of the Parish Clerk will be subject to a charge of £12 per hour or part of, charged to the nearest five minutes, and will require 20 days written notice in order to meet the specific request.

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

6. Review of Policy

This Policy was approved by Deeping St James Parish Council at its meeting on 28 November 2002 and will be reviewed bi-annually.

Reviewed and updated 26.06.08 Min 34.08