

FREEDOM OF INFORMATION ACT 2000 - PUBLICATION SCHEME

SOUTH FERRIBY PARISH COUNCIL

1. General Information

Authority: South Ferriby Parish Council
Shalimar
Sluice Road
South Ferriby
Barton upon Humber
North Lincolnshire
DN18 6JG

01652 634052

clerk@southferribyparishcouncil.gov.uk

Responsible Officer: Mrs Angela Sherwood, Parish Clerk

Councillors: Mr Roy Holloway Chairman
Mr Alan Fisher Vice-Chairman
Ms Sara Haddon
Mr Paul Heathfield
Mr Dave Mouncey
Mrs Carol Smith
Mrs Kate Smith
Ms Sally Yarrington

2. Information to be Published:

3. Method of Publication

<u>Council Practice and Procedures</u> Council Agenda and Minutes (including Committees) Acceptance of Office Standing Orders Councillors Code of Conduct Register of Councillors' Interests	Agendas are posted on the village noticeboards and website three days (excluding weekends and bank holidays) prior to any meeting. Minutes can be viewed on the website generally within a week of any meeting. Copies can also be requested via the Clerk.) These can be inspected by appointment with) the Clerk. (contact details above)))
<u>Financial Matters</u> The Annual Precept figure Annual Budget Summary Expenditure against Budget (published quarterly) Payments made to contractors and suppliers	Published in the District Council leaflet (This can be inspected by appointment with (the Clerk. (contact details above) (Published in Minutes

<u>Financial cont.</u> Annual Accounts and supporting information Financial Regulations Risk Assessments) These can be inspected by appointment with) the Clerk. (contact details above))
<u>Planning</u> Information on current Planning Applications The Adopted and Draft Local Plan	Applications are noted on the Agenda and responses detailed in the Minutes. Applications may be viewed online via the Parish Council website, from the District Authority or by appointment with the Clerk. (contact details above) These can be inspected by appointment with the Clerk. (contact details above)
<u>Periodic Electoral Review</u> Documents relating to the last Electoral Review. Documents relating to the last) Available via North Lincolnshire Council)
<u>Employment</u> Terms and Conditions of Employment Job Descriptions) These can be inspected by appointment with) the Clerk. (contact details above)

4. Exempt Material

Personal information relating to Councillors other than that which must be declared in the Register of Interests.

Personal information relating to employees.

Tenders and bids from contractors and suppliers.

Note: Data Protection legislation prohibits the publication of certain categories of information.

5. Charging Policy

Information can be inspected, by appointment with the Clerk, free of charge.

Information that can be copied without breaching Copyright Law can be copied by the Clerk at a cost of 10p per A4 sheet with a limit of 50 sheets per request.

A detailed search of records (for example the Council Minutes) is subject to a charge of £10.00 per hour.

6. Review of Policy

Publication of this policy was approved by South Ferriby Parish Council at its meeting on 12th January, 2009 and it will be reviewed annually.

Note: Under Data Protection Legislation, the Council is required to regularly 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.