

## PUBLICATION SCHEME – FREEDOM OF INFORMATION – REVISED NOVEMBER, 2004

<u>CLASS</u>	<u>DESCRIPTION</u>	<u>ITEM</u>	<u>PERIOD</u>	<u>AVAILABILITY</u>	<u>CHARGE</u>
1.	Council internal practice & procedure	<input type="checkbox"/> Minutes - Council <input type="checkbox"/> Minutes – Committee <input type="checkbox"/> Minutes – Sub-committee <input type="checkbox"/> Standing Orders <input type="checkbox"/> Council's Annual Report <hr style="border-top: 1px dotted red;"/> <input type="checkbox"/> Agendas	<input type="checkbox"/> Limited to last two (2) years <input type="checkbox"/> Limited to last two (2) years <input type="checkbox"/> Limited to last two (2) years  <input type="checkbox"/> Limited to last two (2) years	❖ Website  ❖ Library  ❖ Council Offices  ❖ Notice boards	➤ Fee on request
2.	Code of Conduct	<input type="checkbox"/> Members Declaration of Acceptance of Office <input type="checkbox"/> Members Register of Interest <input type="checkbox"/> Register of Members Interest Book		❖ Council Offices	➤ Fee on Request
3.	Electoral	<input type="checkbox"/> Members – Ward & Address <input type="checkbox"/> Electoral arrangements <input type="checkbox"/> Information to the last periodic electoral review <input type="checkbox"/> Information relating to latest boundary review		❖ Website ❖ Council Offices ❖ Notice Boards	➤ Fee on request
4.	Employment practice & procedure	<input type="checkbox"/> Terms & Conditions of Employment <input type="checkbox"/> Job descriptions		❖ Council Offices	➤ Fee on request
5.	Planning documents	<input type="checkbox"/> Responses to Planning Applications		❖ Website ❖ Council Offices	➤ Fee on request

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6.	Audit & Accounts	<input type="checkbox"/> Annual Return Form <input type="checkbox"/> Annual Reports – External & Internal Audit <input type="checkbox"/> Receipts / Payments Books <input type="checkbox"/> Bank Statements – all accounts <input type="checkbox"/> Precept request <input type="checkbox"/> VAT Records <input type="checkbox"/> Financial Standing Orders & Regulation <input type="checkbox"/> Asset Register <input type="checkbox"/> Risk Assessments <hr style="border-top: 1px dotted red;"/> <input type="checkbox"/> Fees & Charges	<input type="checkbox"/> Last financial year <input type="checkbox"/> Last financial year  <input type="checkbox"/> Last financial year  <input type="checkbox"/> Last financial year <input type="checkbox"/> Last financial year  <input type="checkbox"/> Last financial year	❖ Website ❖ Council Offices	➤ Fee on request
7.	Development & implementation of policy	n/a	n/a	n/a	
8.	Bye Laws	n/a	n/a	n/a	
9.	Council circulars / newsletters	<input type="checkbox"/> Town Guide <input type="checkbox"/> History of Town			
10.	Arts, entertainment & tourist information	<input type="checkbox"/> Information produced by Town Council		❖ Website ❖ Council Office	➤ Fee on request
11.	Allotments	<input type="checkbox"/> Plan <input type="checkbox"/> Standard Tenancy Agreement		❖ Website ❖ Council Offices	➤ Fee on request
12.	Burial grounds	n/a	n/a	n/a	
13.	Best Value	n/a	n/a	n/a	