**PEAKIRK PARISH COUNCIL**

**FREEDOM OF INFORMATION PUBLICATION SCHEME**

Peakirk Parish Council

Responsible Officer - Angela Hankins, Clerk

8 The Park, St Pegas Road, Peakirk

Tel: (01733) 253397

[clerk@peakirk-pc.gov.uk](mailto:clerk@peakirk-pc.gov.uk)

[www.peakirkvillage.co.uk](http://www.peakirkvillage.co.uk)

Arrangements to view all documents to be made with the Clerk on tel: 01733 253397

**Information to be published**  **Method of Publication**

|  |  |
| --- | --- |
| **Council Practice and Procedures** | |
| Council agendas and minutes | Agendas and minutes are posted on the councils notice-board and web-site, and can be inspected by arrangement with the clerk. |
| Acceptance of Office  Standing Orders  Councillors Code of Conduct  Register of Councillors Interests  Report to Annual Parish Meeting | Can be inspected by arrangement with the clerk.  Available on City Council web-site or by arrangement with the clerk.  Contained in minutes displayed on the notice-board |
| **Financial** | |
| The Annual Precept Figure  Annual Budgets in Summary Form  Expenditure against Budget in Summary Form  Payments made to contractors and suppliers  Annual Accounts and supporting information  Financial Regulations  Risk Assessment  VAT Return | Can be inspected by arrangement with the clerk.  Inspection by arrangement with clerk.  Contained in minutes displayed on the notice-board.  Displayed on notice-board, web-site and by inspection by arrangement with the clerk.  By arrangement with the clerk.  By arrangement with the clerk. |
| **Planning** | |
| Individual planning applications & responses | Displayed on the notice-board , City Council web-site and by arrangement with the clerk |
| **Periodic Electoral Review** | |
| Documents on last Electoral Review  Documents on the last Boundary change | Not applicable |
| **Employment** | |
| Terms and conditions of employment  Job descriptions | By arrangement with the clerk.  By arrangement with the clerk. |

**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

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

**Charging Policy**

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

Information that can be photocopied without breaching copyright laws can be

copied on the Council’s photocopier at the cost of 20p per A4 sheet

A detailed search of records (for example the Council Minutes) is subject to a charge of £10 per search.

**Review of Policy**

This Policy was approved by Peakirk Parish Council at its meeting on 18th February 2008 and will be reviewed every two years. (Latest review June 2020)

**Note:** 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 advised to contact the clerk to ascertain whether information they are seeking is still available.