

Sheviock Parish Council: Information available and document retention rules.

Information is available from the Clerk on Tuesday and Wednesday afternoon from the Bill Warren Room, Sheviock Memorial Hall, Crafhole, between 4.30 and 6.00 pm or at other times by mutual agreement.

Information to be published	How the information can be obtained	Cost
<p>Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>		
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts with telephone number and email address (if used))	Website Hard copy from Clerk	20p/sheet
Location of main Council office and accessibility details	Website	

<p>What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p>		
Annual return form and report by internal auditor	Hard copy from Clerk	£1.50
Annual return from External Aiuditor	Hard copy from Clerk	£1.00
Final budget	Website Hardcopy from clerk	40p
Precept	Hard copy from Clerk	40p
Borrowing Approval letter (currently no borrowing arrangements have been made)	Web site Hard copy from Clerk	20p/sheet
Financial Standing Orders and Regulations	Web site Hard copy from Clerk	20p/sheet
Grants given and received	Web site Hard copy from Clerk	20p/sheet
List of current contracts awarded and value of contract	Hard copy from Clerk	20p/sheet
Members' expenses (no allowances are paid to councillors)	Hard copy from Clerk	20p/sheet

Class 3 – What our priorities are and how we are doing		
Parish Plan and periodic reviews	Website Hard Copy form Clerk	20p/sheet
Annual Report to Parish Meeting	Website, Parish Newsletter Hard copy from Clerk	20p/sheet
Quality status	Hard copy from Clerk	20p/sheet
Local Development Plan	Website Hard copy form Clerk	20p/sheet
Parish Emergency Plan	Website Hard copy form Clerk	20p/sheet
Class 4 – How we make decisions		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy from Clerk	20p/sheet
Agendas of meetings (as above)	Website & notice boards	
Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meeting.	Website/notice boards Hard copy from Clerk	20p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy from Clerk	20p/sheet
Responses to consultation papers	Hard copy from Clerk	20p/sheet
Responses to planning applications	Hard copy from Clerk Copies to applicants and interested parties	20p/sheet Free of charge
Bye-laws/Control Orders	Website/notice boards Hard copy from Clerk	20psheet

Class 5 – Our policies and procedures		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements List of written protocols, policies and procedures</p>	<p>} } } } } }</p>	<p>Hard copy from Clerk and website</p> <p>20psheet</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>} } } } } }</p>	<p>Hard copy from Clerk) and website</p> <p>20psheet</p>
<p>Information security policy Confidential information circulated as hard copy only to councillors in a sealed envelope. Councillors of Sheviok Parish Council will return all confidential papers to the clerk within 1 month (30 days) of no longer being Councillors of the Parish Council</p>	<p>N/A N/A</p>	

County Councillors will return all confidential papers received from Sheviok Parish Council to the clerk within 1 month (30 days) of no longer being County Councillors	N/A	
Records management policies (records retention, destruction and archive) Minutes – Held for 10 years and then sent to County Achieve. Agendas – Held for 12 months and then destroyed. Policies – Current policies held plus previous policy held for period of 12 months from date of adoption of revised policy, when previous policy destroyed. Planning applications – Held for 5 years and the destroyed Clerks notes of meetings – Held until minutes of the meeting agreed as a true record and then destroyed Correspondence will be held for 8 years and then destroyed. E mails will be held for 8 years and then destroyed. Notes produced by individual councillors – the responsibility for responding to FoI requests for notes held by individual councillors will rest with the individual councillor. It is with recommended that notes are not kept one year when they are then destroyed. Correspondence and e-mails held by Councillors – the responsibility for responding to FOI requests for correspondence and e-mails held by councillors will rest with the councillor. It is recommended correspondence and e-mails are not held for more than 4 years when they are then destroyed.	N/A N/A N/A N/A N/A N/A N/A N/A N/A N/A	
Data protection policies No personal details will be held by the clerk other than those required for the purpose required.	N/A	
Schedule of charges (for the publication of information)	Hard copy from Clerk	20psheet

Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list	Hard copy from Clerk	20psheet
Assets Register	Hard copy from Clerk	20psheet
Disclosure log	Hard copy from Clerk	20psheet
Register of members' interests	Hard copy from Clerk	20psheet
Register of gifts and hospitality	Hard copy from Clerk	20psheet
Class 7 – The services we offer		
Current information only		
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	Hard copy from Clerk	20psheet
Seating, litter bins, clocks, memorials and lighting	Hard copy from Clerk	20psheet
Bus shelters	Hard copy from Clerk	20psheet
Markets	N/A	
Public conveniences	N/A	
Agency agreements	Hard copy from Clerk	20psheet
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

Additional Information		
N/A		

Contact details: The Parish Clerk
The Clerk's Office, Memorial Hall, Crafhole PL11 3DG 01503 232996
sheviockpc@btinternet.com

Date of latest review:

Signed as current:

.....

Chairman

.....

Date

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @20p per sheet (black & white)	Actual cost
	Photocopying @ 22p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	N/A	In accordance with the relevant legislation
Other		

Signed: (Chairman)

Date:.....