

## TIPTREE PARISH COUNCIL

### FREEDOM OF INFORMATION ACT 2000

#### INFORMATION AVAILABLE UNDER THE PUBLICATION SCHEME

<b>INFORMATION</b>	<b>METHOD OF ACCESS</b>	<b>FEE PAYABLE</b>
<b>1.COUNCIL STRUCTURE</b>		
Who's who on Council and Cttes	Displayed on notice boards and website	
Contact details for Cllrs and Clerk	Displayed on notice boards and website	
Location of office and opening hours	Displayed on notice boards and website	
<b>2. INTERNAL PRACTISE AND PROCEDURES</b>		
Timetable of meetings	Displayed on notice boards and website	
Agendas for Council and Cttes meetings	Displayed on notice boards and website Copy available in office	Yes
Minutes of Council and Ctte meetings except those regarded as confidential	Displayed on notice boards and website Copies available in office	Yes
Minutes of Annual Parish Meeting	Displayed on notice boards and website Copies available in office	Yes
Reports presented to Council and Ctte meetings except those regarded as confidential	Available in office to view by appointment Hard copies available	Yes
Responses to consultation papers	Available in office to view by appointment Hard copies available	Yes
Bye laws	Available in office to view by appointment	
Standing Orders and Financial Regulations	Available to view in office by appointment	
Code of Conduct	Available in office to view by appointment. Copy available in office	Yes
Register of Cllr interests	Available on CBC website or via link from TPC	

	website	
Cllrs Acceptance of Office	Available in office to view by appointment	
Playground inspection records	Available in office to view by appointment	
<b>3 FINANCIAL</b>		
End of year accounts and supporting information	Available in office to view by appointment	
Auditors report	Available in office to view by appointment	
Assets register	Available in office to view by appointment	
Precept request	Available in office to view by appointment	
Cash book, bank statements, VAT records	Available in office to view by appointment	
Risk Assessments	Available in office to view by appointment	
<b>4 EMPLOYMENT PRACTICE</b>		
Disciplinary and grievance procedure	Available in office to view by appointment	
Appraisal procedure	Available in office to view by appointment	
<b>5 PLANNING</b>		
Details of planning applications for consideration by Council	Detailed on appropriate agenda displayed on notice board and website	
Response to planning applications	Available in office to view CBC website	

### **Written requests**

Information held that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### **Charging policy**

Hard copies provided of any material covered by this Publication Scheme are charged at 20p per copy. Written requests to post copies of material covered by this Publication Scheme will also incur postage charges. Requests for items that are available on the website to be sent electronically will be charged at £5 per item payable in advance.

This policy was approved by Tiptree Parish Council at its meeting on 27<sup>th</sup> February 2012 and will be reviewed periodically