



Redbourne Parish Council

Parish Clerk – Jo Curtis

Email: clerk@redbourneparishcouncil.gov.uk

www.redbourneparishcouncil.gov.uk

Freedom of Information Act 2000 – Publication Scheme

1) General Information

Authority: Redbourne Parish Council
 Parish Clerk & Responsible Officer: – Jo Curtis
 15 Ings Lane, Hibaldstow, Brigg DN20 9PF
 Email: clerk@redbourneparishcouncil.gov.uk
www.redbourneparishcouncil.gov.uk

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 month 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 Annual Accounts and supporting information Financial Regulations Risk Assessments	Published in the District Council leaflet } This can be inspected by appointment with the Clerk. (contact details above) Published in Minutes } 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.	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. A suggested donation of 10p per A4 sheet with a limit of 50 sheets per request.

A detailed search of records (for example the Council Minutes) has a suggested donation of £2.50 per hour.

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.

Adopted July 2023