

FREEDOM OF INFORMATION PUBLICATION **SCHEME FOR HESSAY PARISH COUNCIL**

1. General Information

Hessay Parish Council
39 Calder Avenue
Nether Poppleton
York YO26 6RG

Parish Clerk – James Mackman

Tel: 01904 399277

e-mail: jmackman@tesco.net

2. Information to be published

Information to be published	Method of Publication
<u>Parish Council Practice and Procedures</u> Parish Council Agendas and Minutes.	The current agenda is posted on the Parish Council's notice board in Main Street and on the website Minutes from January 2006 are on the Parish Council's website. Original minutes can be inspected by appointment with the Clerk
Acceptance of Office	Can be inspected by appointment with the Clerk
Standing Orders	Can be inspected by appointment with the Clerk
Financial Regulations	Can be inspected by appointment with the Clerk
Councillors' Code of Conduct	Can be inspected by appointment with the Clerk
Register of Councillors' Interests	Can be inspected by appointment with the Clerk
Reports to the Annual Parish Meetings	On the Parish Council website

<p><u>Financial</u></p> <p>Annual Precept figure</p> <p>Invoices presented for payment</p> <p>Annual accounts and supporting information</p> <p>Financial Regulations</p> <p>VAT Returns</p> <p>Assets Register</p> <p>Annual Return Form for previous financial years</p>	<p>Published in CYC leaflet</p> <p>Published in Parish Council minutes</p> <p>Can be inspected by appointment with the Clerk</p> <p>Can be inspected by appointment with the Clerk</p> <p>Can be inspected by appointment with the Clerk</p> <p>Can be inspected by appointment with the Clerk</p> <p>Posted on the Parish Council's website Can be inspected by appointment with the Clerk</p>
<p><u>Planning</u></p> <p>Planning applications</p> <p>Individual planning applications and Parish Council responses</p> <p>City of York Council's decisions on planning applications</p>	<p>Shown on agendas displayed on the notice board and on the Parish Council website.</p> <p>On the City of York Council's Planning Portal website</p> <p>Published in Parish Council Minutes</p>
<p><u>Archive Material</u></p> <p>Minute Books</p>	<p>Can be inspected by appointment with the Clerk</p>

<p><u>Periodic Electoral Review</u></p> <p>Documents on last Electoral Review</p> <p>Documents on last Boundary change</p>	<p>Can be inspected by appointment with the Clerk</p> <p>Can be inspected by appointment with the Clerk</p>
<p><u>Employment</u></p> <p>Terms and Conditions of Employment</p> <p>Job Description</p>	<p>Can be inspected by appointment with the Clerk</p> <p>Can be inspected by appointment with the Clerk</p>
<p><u>Exempt Material</u></p> <p>Personal information relating to Parish Councillors (other than that required to be declared in Register of Interest)</p> <p>Personal information relating to employees</p> <p>Tenders and bids from contractors and suppliers.</p> <p>NOTE: Data Protection Legislation prohibits the publication of certain categories of information</p>	

3. Charging Policy

Information can be inspected, by appointment, free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Parish Council's photocopier at a cost of **10 pence per A4 sheet**.

A detailed search of records is subject to a charge of £10 per search.

4. Review of Policy

This Policy was approved by Hessay Parish Council at its meeting on Wednesday 14 March 2012 and will be reviewed every six months.

All requests for information under the Freedom Of Information Act should be made in writing to:

James Mackman
Clerk to Hessay Parish Council
39 Calder Avenue
Nether Poppleton
York YO26 6RG

Tel: - 01904 399277
e-mail: jmackman@tesco.net

Website:

www.hessay.org/

The Clerk will be happy to advise as to whether the Council holds the information being sought, and on the likely fee, before a formal application is made. Information requested under the Act will not be supplied until the due fee has been received.