

EAST PECKHAM PARISH COUNCIL – PUBLICATION SCHEME

East Peckham Parish Council will make available the information listed below:

MANDATORY CORE CLASSES OF INFORMATION

1. COUNCIL INTERNAL PRACTICE AND PROCEDURE

- Minutes of council, committee and sub-committee meetings (limited to the last 2 years.)

2. CODE OF CONDUCT

- Members Declarations of Acceptance of Office
- Members Register of Interests
- Register of Members Interests Book

3. PERIODIC ELECTORAL REVIEW

- Information concerning changes to the electoral arrangements for parish, town and community councils, including, recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of councillors to be elected to the council.
- Information relating to the last periodic electoral review of the council area
- Information relating the latest boundary review of the council's area

4. EMPLOYMENT PRACTICE AND PROCEDURE

- Terms and conditions of employment
- Job description

(Excluding – personal records, i.e. appraisals, employee specific salary details, disciplinary records, sickness and the like by virtue of being personal data under the Data Protection Act 1998.

5. PLANNING DOCUMENTS

- Responses to planning applications

(Excluding - copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way all of which are available from the planning and or highway authority respectively.

6. AUDIT AND ACCOUNTS

- Annual return form (limited to the last financial year)
- Annual Statutory report by auditor (internal and external) (limited to the last financial year)
- Receipt/Payment Books, Receipt books of all kinds, Bank Statements from all accounts (limited to the last financial year)
- Precept request (limited to the last financial year)
- VAT records (limited to the last financial year)
- Financial Standing Orders and Regulations
- Assets Register – this will include details of land owned by the Parish Council and the lease agreement in respect to the day to day running of the sports Hall and Playing Fields by the of the Committee of Sports Hall and Playing Field Management.
- Risk Assessments

(Excluding all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotations and tenders this information is treated as confidential to ensure that the whole tender process is fair, i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged.

OPTIONAL CLASSES OF INFORMATION

7. DEVELOPMENT AND IMPLEMENTATION OF POLICY

- Responses made by council to consultation papers
- Analysis of responses received to public consultations by the council
- Village Design Statement (in the process of being prepared)

8. ALLOTMENTS

- Plans
 - Standard tenancy agreements
- (Excluding individual tenancy agreements and rent payment records)

OPTIONAL DOCUMENTS WITHIN CORE CLASSES

CLASS 1

COUNCIL INTERNAL PRACTICE AND PRECEDURE

- Agendas and supporting papers for council, committee and committee meetings, limited in each case to the forthcoming meeting.

CLASS 6

AUDIT AND ACCOUNTS

- Fees and charges applied by the council
- Register/file of member's allowances

CLASS 8

BYELAWS

- The regulations applicable to the playing fields

CLASS 9

COUNCIL CIRCULARS AND NEWSLETTERS

- Annual report
- Flood Warden List
- Footpath Maps (Whilst in stock) at the cost of 40p
- Publication 'Centenary of the Parish Council' at the cost of £5.00