

**FREEDOM OF INFORMATION ACT 2000**  
**PUBLICATION SCHEME**  
**BISLEY-WITH-LYPIATT PARISH COUNCIL**

**Authority**      **BISLEY-WITH-LYPIATT PARISH COUNCIL**

Website: [www.bisley-with-lypiatt.gov.uk](http://www.bisley-with-lypiatt.gov.uk)

Telephone: **01452 771089**

Responsible & Maintaining Officer

Mr P M Morris, Clerk to the Council

**Information to be published**

**Bisley-with-Lypiatt Parish Council wishes to demonstrate that it has regard to the public interest in allowing access to information it holds/publishes:**

**Method of Publication**

Parish Office by appointment Monday-Friday during office hours, 9am - 12pm &/or Parish Website, Parish Newsletters (usually bi-monthly ) circulating in the 3 villages.

8 Notice Boards contain a list of the names, addresses & telephone numbers of Parish Councillors & the relevant District & County Councillors.

The Parish Council Office is situated in the Clerk's home & it may therefore be necessary to arrange an alternative time & place for appointments for reasons of personal security and safety.

**Internal Practice and Procedure**

Notices of Meetings

Notices are posted on 8 Notice Boards: Bournes Green, Bussage at Stonecote Ridge, Eastcombe Post Office, Bisley near The Bear Inn, Waterlane, Oakridge Village Hall, Far Oakridge Post Office. They can also be viewed on the website: [www.bisley-with-lypiatt.gov.uk](http://www.bisley-with-lypiatt.gov.uk).

Council Minutes

Copies can be obtained at the Parish Office or on the website.

Annual Parish Meeting

(between 1 March & 1 June) is advertised on Notice Boards and on the website.  
Local organisations invited to attend & contribute reports.

Annual Parish Meeting Minutes

Copies can be inspected at the Parish Office by appointment and viewed on the website.

Public Meetings arranged by the Council

Advertised widely to attract maximum attention using a variety of methods. More use of the web is anticipated as an optional method of publicity.

Committees

Meet only as necessary. Members are appointed to specific committees at the Annual Meeting in May.

Committee Minutes

Copies can be inspected at the Parish Office by appointment.

Standing Orders

Those adopted can be inspected as above.

**Code of Conduct**

Councillors - Model Code of Conduct 2007)

Cllrs' Declarations of Acceptance of Office) Each of these can be inspected at the Parish  
Register of Current Councillors Interests ) Office by appointment

Periodic Electoral Review information      By Appointment or at the District Council Offices

**Periodic Electoral Review**

Can be viewed at the Parish Office by appointment.

## **The Employment Practice of the Council**

Can be inspected at the Parish Office by appointment

### **Planning**

Details of Planning Applications ) Full current & past details may be inspected at the Stroud  
Decisions of the Local Planning Authority) District Council Offices Ebley Mill Stroud Glos GL5 4UB  
Individual current Planning Applications ) Can also be inspected at the Parish Office by appointment  
Responses to Planning Applications )

### **Audit and Accounts**

The Annual Precept Figure Published in Council Minutes & Newsletter  
The Accounts Can be inspected at the Parish Office by appointment  
Expenditure against Budget in Summary Can be inspected at the Parish Office by appointment  
Payments & Receipts Can be inspected at the Parish Office by appointment  
Reconciliation Can be inspected at the Parish Office by appointment  
Annual Accounts & supporting information Can be inspected at the Parish Office by appointment  
Audited Accounts & Certificates Can be inspected at the Parish Office by appointment  
VAT Records The Council is not registered for VAT charging purposes but  
reclaims VAT it has paid on goods or services  
Financial Regulations Can be inspected at the Parish Office by appointment  
Risk Assessment Can be inspected at the Parish Office by appointment

### **Housing Needs Survey Report**

The results of a housing needs survey in the Parish was completed in January 2003.

### **Allotments Register**

The register of allotments holders can be inspected at the Parish Office by appointment. There are 5 sites.

### **Public Service Information**

Bisley-with-Lypiatt PC regularly publishes various documents, eg crime prevention information on the main or other village notice boards in response to requests from other bodies.

### **Statutory Notices from other authorities**

Such as footpath modification notices are occasionally sent to The Parish Council so that they can be inspected at the Council Office &/or displayed locally. Included in this category are Election Notices for County, District & Parish Council Elections.

### **Archive Material**

Minutes of the Council

Those still held can be inspected at the Parish Office by appointment. Older Minutes are held by Gloucestershire County Council Records Office, Alvin Street, Gloucester.

### **Village Appraisal**

The Council still holds copies it published in 1998; Parish Plan published in 2006, these are available free of charge to any interested party.

### **Exempt Material**

Personal information relating to Councillors (other than required to be declared in the Register of Interests)  
Confidential Minutes  
Personal information relating to employees (including salary)  
Quotations from contractors and suppliers  
General correspondence sent or received (Data Protection Act 1998)

### **Charging Policy**

Information can be inspected, by prior appointment, at the Parish Office free of charge.  
Information which can be photocopied without breaching copyright laws may be copied on the Clerk's photocopier at 50p per A4 sheet to take account of Officer time - this only by prior appointment.

A detailed search of records is subject to a charge of £10 per search to take account of Officer time. Photocopying of information as above. The Council is not registered for VAT charging purposes.

### **Record Retention Times**

Not all material is retained indefinitely. Current requirements for Local Councils are that the following Minimum retention periods apply:

<b>Document</b>	<b>Period</b>	<b>Reason</b>
Minute Books	Indefinite	Archive
Accounts	Indefinite	Archive
Receipt Books	Six Years	VAT
Bank Statements/Deposit Books	Last Completed Audit Year	Audit
Bank Paying-in Books	Last Completed Audit Year	Audit
Cheque Book Stubs	Last Completed Audit Year	Audit
Invoices	Six Years	VAT
VAT Records	Six Years	VAT
Petty Cash Records	Six Years	VAT
Insurance Policies	While Valid	Management
Deeds	Indefinite	Audit/Management
Allotments Register	Indefinite	Audit/Management

### **Review of Policy**

This Policy was approved by Bisley-with-Lypiatt Parish Council at its meeting on 1<sup>st</sup> September 2010