

## TROWELL PARISH COUNCIL

### APPROVED PUBLICATION SCHEME.

#### CORE CLASSES OF INFORMATION

##### 1) COUNCIL INTERNAL PRACTICE AND PROCEDURE.

Minutes of council, committee and sub-committee meetings - limited to the last 2 years.  
Procedural Standing Orders.  
Councils Annual Report to Parish Meeting.

##### Optional Documents -

Agendas for council, committee and sub-committee meetings limited in each case to the forthcoming meeting.  
Terms of Reference for Committees.

##### 2) CODE OF CONDUCT.

Members Declaration of Acceptance of Office.  
Members Register of Interests.  
Register of Members Interests Book.

##### 3) PERIODIC ELECTORAL REVIEW.

This is information concerning changes to the electoral arrangements for parish, town & community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards & alterations of the number of Councillors to be elected to the council.

Information relating to the last Periodic Electoral Review of the Council area.

Information relating to the latest boundary review of the council area.

##### 4) EMPLOYMENT PRACTICE AND PROCEDURE.

Terms & conditions of employment.  
Job descriptions.

Exclusions - "personal records" i.e. appraisals, employee specific salary details, disciplinary records, sickness records & the like by virtue of being personal data under the Data Protection Act 1998.

##### 5) PLANNING DOCUMENTS.

Responses to planning applications.

##### Optional Documents -

Parish Plan.  
Parish Design Statement.

Exclusions - Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning 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 commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.

Risk Assessments.

Optional Documents -

Fees & charges applied by the Council.

Safety inspection records for example for playgrounds.

Register/file of members allowances.

Exclusions - all commercially sensitive information e.g. quotations and tenders, loan documentation and insurance policies. With regard to quotation 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.

#### 8) BYELAWS.

The regulation of a pleasure ground or public space.

#### 9) COUNCIL CIRCULARS/NEWSLETTERS.

#### 10) ARTS, ENTERTAINMENT & TOURIST INFORMATION.

Signed by Cllr. K. Birkitt (Chairman)

12th December 2006.

Should you have any queries concerning this publication scheme - please do not hesitate to contact the Clerk - 0115 9730713 or [tpc@gotadsl.co.uk](mailto:tpc@gotadsl.co.uk)