

Freedom of Information Act 2000
Newbrough Parish Council Publication Scheme

Information	Format	Charge
Minutes of Parish Council Meetings (Limited to last two years)	Available for inspection by contacting the named person Also Hard Copy Website	Free £1 for first page and 50p thereafter
Responses to Planning Applications	Available for inspection by contacting the named person Also Hard Copy Website	Free £1 for first page and 50p thereafter
Annual Return form – limited to the last financial year. Annual Statutory Report by Auditor (internal and external) – limited to the last financial year.	Available for inspection by contacting the named person Also Hard Copy Website	Free £1 for first page and 50p thereafter
Accounts Information, Bank Statements – limited to last financial year. Precept Request – limited to last financial year	Available for inspection by contacting the named person Website	Free

Exclusions – Planning Documents

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 and/or highway authority respectively.

Exclusion – Audit and Accounts

All commercially sensitive information, eg 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, ie 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.

Exclusions – Employment Practice and Procedure

“Personal Records”, ie appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998.

Freedom of Information Act 2000 Publication Scheme

Newbrough Parish Council has adopted the attached model publication scheme, produced in accordance with section 20 of the Freedom of Information Act 2000, and will publish information in accordance with that scheme.

Freedom of Information Act 2000 Data Control

Newbrough Parish Council as a data controller is recognised as a public authority under the Freedom of Information Act 2000

The Council is registered with the Information Commissioner's Office reference number ZA514513 at Level 1, since 9th May 2019

Publication will take the following format,

- council minutes
- council's notice board
- council's web site

Signed *MW Gibson*

Chairman Newbrough Parish Council

21st February 2002

Reviewed 9th May 2019

The contact details for the person/official who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the parish council's compliance with the Freedom of Information Act is;

R Macfarlane

Clerk to the Council