

Lilleshall, Donnington & Muxton Parish Council

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Formally adopted at the Parish Council meeting on 7th March 2005.
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Publication Scheme under the Freedom of Information Act 2000

The purpose of this publication scheme is to be a means by which the council can make a significant amount of information available routinely.

The scheme will ensure that the council will publish more information pro-actively and help it to develop a greater culture of openness and transparency.

This authority's key responsibility are to represent the electorate of its areas, to take action within the legal framework and to provide a leadership focus for the community.

CORE CLASSES OF INFORMATION

- Council Internal Practice and Procedure
- Code of Conduct
- Periodic Electoral Review
- Employment Practice and Procedure
- Planning Documents
- Audit and Accounts

OPTIONAL DOCUMENTS WITHIN CORE CLASSES

- Council Internal Practice and Procedures
- Employment Practice and Procedure
- Audit and Accounts
- Development and implementation of Policy
- Council Newsletters

EXCLUSIONS

- Core Classes of Information
- Employment Practice and Procedure
- Planning Documents
- Audit and Accounts

CORE CLASSES OF INFORMATION

1. Council Internal Practice and Procedure

Information	Format in which it is available	Charge for supply(yes/no)
Minutes of Council, Committee and sub-committee meetings(limited to last 2 year)	A4 Sheets Website	Yes 10p per sheet plus postage. Free
Procedural standing orders	A4 Sheets	Yes £2.50 per copy plus postage
Council's annual report to Parish meetings Minutes of the Annual Parish Meeting	A4 sheets	Yes 10p per sheet plus postage
Timetable of Council Meetings	A4 sheet Website	Yes 10p per sheet plus postage. Free

2. Code of Conduct

Information	Format in which it is available	Charge for supply(yes/no)
Members' declaration of acceptance of office	Held by Monitoring Officer at the District Council. Copies held by Parish Council	Yes 10p per sheet plus postage
Members ' register of interests	Held by Monitoring Officer at the District Council. Copies held by Parish Council	Yes 10p per sheet plus postage
Register of Members' interests book	Available to view at Parish Council Office	N/A

3. Periodic Electoral Review

This is information concerning changes to the electoral arrangements for parish councils. It includes 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	Format in which it is available	Charge for supply(yes/no)
Information relating to the last Periodic Electoral Review of the council area	Available from Borough of Telford and Wrekin Council	
Information relating to the Latest boundary review of the council area	Map available to view at Parish Council Office	

4. Employment Practice and Procedure

Information	Format in which it is available	Charge for supply(yes/no)
Terms and conditions of Employment	A4 Sheets	Yes 10p per sheet + postage
Job descriptions	A4 Sheets	Yes 10p per sheet plus postage

5. Planning Documents

Information	Format in which it is available	Charge for supply(yes/no)
Responses to planning applications	Record of comments available from Minutes. Website	Yes 10p per sheet plus postage. Free

6. Audit and Accounts

Information	Format in which it is available	Charge for supply(yes/no)
Annual return form - limited to the last financial year	A4 Sheets	£1.00 plus postage
Annual statutory report by auditor (internal and external) - limited to the last financial year	Included in above	
Receipt/payment books, receipt books of all kinds, bank statement from all accounts - limited to the last financial year	Available to view, by appointment, at Parish Council Office	N/A
Precept request - limited to the last financial year	A4 Sheets	Yes 10p per sheet plus postage
VAT records - limited to the last financial year	A4 Sheets	Yes 10p per sheet plus postage
Financial Standing Orders and regulations	A4 Sheets	Yes £1.00p per copy plus postage
Assets register - includes details of areas of land owned by the council.	Asset register in A4 format.	Yes 10p per sheet plus postage
Financial risk assessments	Included in Annual Audit return	

OPTIONAL DOCUMENTS WITHIN CORE CLASSES

1. Council Internal Practice and Procedures

Information	Format in which it is available	Charge for supply(yes/no)
Agendas and supporting papers for council, committee and subcommittee meetings - limited in each case to the forthcoming/immediate committees	Agendas posted on Notice Boards and available to view on website. Available in A4 format with supporting papers (unless confidential)	Yes 10p per sheet plus postage
Terms of Reference for Various Committees	A4 Sheets	Yes. 10p per sheet plus postage.

2. Employment Practice and Procedure

Information	Format in which it is available	Charge for supply(yes/no)
Health and Safety policy	Available in A4 format.	Yes 50p per copy plus postage
Equality and Diversity Policy	A4 Sheets	Yes 10p per sheet plus postage.

3. Audit and Accounts

Information	Format in which it is available	Charge for supply(yes/no)
Loan Sanction approvals	None	
Safety Inspection records	A4 Sheets	Yes 10p per sheet plus postage
Register/file of members' allowances	N/A	

4. Development and implementation of Policy

Information	Format in which it is available	Charge for supply(yes/no)
Complaints handling procedure	Available in A4 format Website	Yes, 10p per sheet. Free

5. Council Newsletters

Information	Format in which it is available	Charge for supply(yes/no)
Parish Council Newsletter	Magazine format. Website	Delivered free to members of the Parish Free
History of parish	Brief History available on website.	Free

EXCLUSIONS

Core Classes of Information

Employment Practice and Procedure

'Personal records', i.e. appraisals, employees specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998.

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.

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 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.

Documents which are required to be in an alternative format or media e.g. Braille or alternative language, will be provided. Applicants will be informed of the time scale involved.