

**FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME**

**BONBY PARISH COUNCIL**

**1. General Information**

Authority:

Bonby Parish Council

Please see the information available on

**[www.bonbyparishcouncil.gov.uk](http://www.bonbyparishcouncil.gov.uk)**

**Please contact us via: [clerk@bonbyparishcouncil.gov.uk](mailto:clerk@bonbyparishcouncil.gov.uk)**

Appledore

26 Main Street

Horkstow

Barton-upon-Humber

North Lincolnshire

DN18 6BG

Responsible Officer: Holly Hanson, Parish Clerk

Councillors: Mrs Sarah Harriman (Chairman)  
Mrs Catherine Bishop (Vice Chair)  
Mr Nik Smith  
Mr Steve Roberts  
Mrs Tracie Green.  
Mrs Denise Peachey

<b>2. Information to be published</b>	<b>3. Method of Publication</b> (Contact the Clerk, Holly Hanson)
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<p>Council practice and procedures</p> <p>Council Agendas and Minutes Committee Agendas and Minutes:</p> <p>Acceptance of Office Standing Orders Councillors Code of Conduct</p> <p>Register of Councillors Interests</p>	<p>Agendas and minutes are posted on notice boards and the village web site. A PC website is now available in compliance with the Transparency Code.</p> <p>) Copies may be obtained by emailing the Clerk ) ) ) This may be accessed via <a href="http://www.northlincs.gov.uk/registerofinterests">http://www.northlincs.gov.uk/registerofinterests</a></p>
<p>Financial</p> <p>The Annual Precept Figure</p> <p>Annual Budgets in Summary Form Expenditure against Budget in Summary Form Payments made to contractors and suppliers</p> <p>Annual Accounts and supporting information Financial Regulations Risk Assessment</p>	<p>Published in North Lincolnshire Council's 'Direct Magazine' usually in the spring or via <a href="http://www.northlincs.gov.uk/news/direct/">http://www.northlincs.gov.uk/news/direct/</a> ) Copies may be obtained by emailing the Clerk ) Published in Council Minutes</p> <p>Posted on Notice Boards and village web site. ) Copies may be obtained by contacting the Clerk )</p>
<p><u>Planning</u></p> <p>Information on planning applications received</p> <p>Individual planning applications &amp; responses</p> <p>The adopted and draft Local Plan</p>	<p>Applications noted on agenda and responses detailed in Minutes. Applications may be viewed on line via North Lincolnshire Council's web site <a href="http://www.northlincs.gov.uk/environment/planning/disclaimer/">http://www.northlincs.gov.uk/environment/planning/disclaimer/</a></p> <p>may be viewed on line via North Lincolnshire Council's web site <a href="http://www.northlincs.gov.uk/environment/planning/disclaimer/">http://www.northlincs.gov.uk/environment/planning/disclaimer/</a></p> <p>may be viewed on line via North Lincolnshire Council's web site <a href="http://www.northlincs.gov.uk/environment/planning/spatial-planning/local-development-framework/localplan/">http://www.northlincs.gov.uk/environment/planning/spatial-planning/local-development-framework/localplan/</a></p>

Archive Material	
Minute Books	Lincolnshire Archives, St Rumbold Street, Lincoln
Leases and Deeds	With the Parish Council Solicitors – Hetts, Johnson Whiting, 11 Bigby Street, DN20 8EP.
<u>Periodic Electoral Review</u>	
Documents on last Electoral Review Documents on the last Boundary change	Available via North Lincolnshire Council
<u>Employment</u>	
Terms and conditions of employment Job descriptions	Copies may be obtained by emailing the Clerk.

### **Exempt Material**

Personal information relating to Councillors (other than required to be declared in Register of Interest)

Personal information relating to employees

Tenders and bids from contractors and suppliers

Note: Data Protection Legislation prohibits the publication of certain categories of information. The new GDPR legislation in force from 25<sup>th</sup> May 2018 will also prohibit release of some information.

### **4. Charging Policy**

Information that can be photocopied without breaching copyright laws can be copied on the Council Office photocopier at the cost of 15p per A4 sheet with a limit of 15 sheets per request.

A detailed search of records (for example the Council Minutes) is subject to a charge of £10 per hour.

### **5. Review of Policy**

This Policy was approved by Bonby Parish Council at its meeting **on 19th May 2014** and was reviewed **16<sup>th</sup> May 2016**. This has been further revised and reviewed and adopted on 15<sup>th</sup> May 2017, 21<sup>st</sup> May 2018. This has again been reviewed and updated and adopted on 14<sup>th</sup> May 2019, 4<sup>th</sup> May 2020 and 4<sup>th</sup> May 2021.

**Note:** Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records.