

# FREEDOM OF INFORMATION ACT 2000

## PUBLICATION SCHEME FOR RUDDINGTON PARISH COUNCIL

### GENERAL INFORMATION

**Authority:** Ruddington Parish Council  
St. Peter's Rooms  
Church Street  
Ruddington  
Nottingham  
NG11 6HA

**Telephone:** 0115 914 6660  
**Fax:** 0115 914 6646  
**Email:** [ruddpc@talk21.com](mailto:ruddpc@talk21.com)  
**Web site:** [www.ruddingtonparishcouncil.gov.uk](http://www.ruddingtonparishcouncil.gov.uk)  
(Website is currently under construction)

**Responsible Officer:** Mrs. J. A. Goodbody  
**Maintaining Officer:** Mrs. J. A. Goodbody

Information can be obtained by applying to the Parish Office in writing, by telephone, fax or Email, or in person.	<p><u>The Parish Council Office is open:</u> Mondays, Wednesdays, Thursdays &amp; Fridays From 9.30 a.m. to 12.30 p.m. Tuesdays - CLOSED</p> <p>Other times by appointment with the Clerk.</p>
<b>INFORMATION TO BE PUBLISHED</b>	<b>METHOD OF PUBLICATION</b>
<p><b>Parish Councillors &amp; Committees</b></p> <p>A list of all current Parish Councillors and their contact details.</p> <p>Timetable of Parish Council and committee meeting dates.</p> <p><b>Council Internal Practice and Procedure</b></p> <p>Minutes of council, committee and working party meetings.</p> <p>Agendas and tabled supporting papers for council, committees and working party meetings.</p> <p>Procedural Standing Orders and Terms of Reference for Committees.</p>	<p>Available on the Parish Council Notice board inside St. Peter's Rooms and from the Parish Council Office.</p> <p>Available from the Parish Council Office.</p> <p>The most recent booklet of Parish Council minutes are available from the Parish Council Office free of charge. Previous booklets can be inspected in the Parish Council Office and copies obtained at the set scale of charges.</p> <p>Agendas are posted on the internal notice board at St. Peter's Rooms. Parish Council Agendas are posted both on the internal and external notice boards at St. Peter's Rooms. Tabled supporting papers can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p>

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<p>Report of the Annual Parish Meeting including reports from local clubs/organisations who have priority use of a Parish Council Asset or have received funding from the Parish Council during the current year.</p>	<p>Can be inspected in the Parish Council Office.</p>
<p style="text-align: center;"><b>Code of Conduct</b></p> <p>Members Declaration of Acceptance of Office, Members Register of Interests and Register of Members Interests Book.</p>	<p>Can all be inspected in the Parish Council Office.</p>
<p style="text-align: center;"><b>Periodic Electoral Review</b></p> <p>This is information concerning changes to the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alternations the the number of councillors to be elected to the Council.</p> <p>Documents on the last Electoral Review.</p>	<p>Can be inspected in the Parish Council Office.</p>
<p style="text-align: center;"><b>Employment Practice and Procedure</b></p> <p>Terms and conditions of Employment. Job Descriptions. Staffing Structure.</p>	<p>Can all be inspected in the Parish Council Office.</p>
<p style="text-align: center;"><b>Planning Documents</b></p> <p>Summary lists of planning applications.</p> <p>Individual planning applications and responses.</p> <p>The adopted and draft Local Plan.</p>	<p>Are included as supporting papers with Agendas for both Parish Council and committee meetings. Can also be inspected in the Parish Council Office.</p> <p>Before decisions are made, plans are posted on the Notice Board in the Committee Room next to the Parish Council Office. After decisions are made, plans can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p>
<p style="text-align: center;"><b>Audit and Accounts</b></p> <p>Annual Return form.</p> <p>Annual statutory report by auditor (internal and external).</p> <p>Annual precept request.</p> <p>Receipt/payment book, receipt books of all kinds, bank statements for all accounts.</p> <p>VAT records.</p> <p><b>Note:</b> Above limited to the last financial year.</p>	<p>Can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p>

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<p>Financial Standing Orders and Regulations.</p> <p>Risk Assessments.</p> <p>Loan sanction approvals.</p> <p>Fees and charges applied by the Council.</p> <p>Register/file of members' expenses.</p> <p>Data Protection and Information Security Policy.</p> <p style="text-align: center;"><b>Services</b></p> <p><b>Allotments:</b> Relating to Paradise Gardens on Wilford Road and allotment gardens on Clifton Road.</p> <p>Plans.</p> <p>Standard Tenancy Agreements.</p> <p>Charges.</p> <p><b>St. Peter's Rooms &amp; the Village Hall:</b> Relating to the hire of rooms for social functions, meetings, etc.</p> <p>Hire charges, terms and conditions of hire.</p> <p><b>Recreational facilities:</b> Relating to pavilions, football pitches, cricket pitches and bowling green, situated at Elms Park, Jubilee Field and Sellors Playing Fields.</p> <p>Hire charges, terms and conditions of hire.</p> <p><b>Children's play areas:</b> Relating to Vicarage Lane, Elms Park and Wilford Road play areas.</p> <p>Review of facilities.</p> <p>Inspection reports.</p> <p><b>Burial grounds and closed churchyards:</b> Relating to Vicarage Lane Cemetery, Shaw Street Cemetery and St. Peter's Churchyard.</p> <p>Fees for burial or interment of ashes.</p> <p>Eligibility for burial or interment of ashes in the Parish burial grounds.</p>	<p>Can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p> <p>Current charges can be viewed at the Parish Council Office and are reviewed annually, one year in advance.</p> <p>Charges are reviewed annually and changes implemented on 1<sup>st</sup> April each year. Details of charges and terms and conditions are available from the Parish Council Office.</p> <p>Charges are reviewed annually and changes implemented on 1<sup>st</sup> April each year. Details of charges and terms and conditions are available from the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p> <p>Can be inspected in the Parish Council Office.</p> <p>All information in respect of burial grounds and closed churchyards, along with charges and eligibility, is available in the Parish Council Office.</p>
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### Exempt material

- Personal information relating to Councillors (other than required to be declared in Register of Interests).
- 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 Parish Council website is currently under construction but it is anticipated that some of the information available at the Parish Council Office will be available to view on the website.***

### Schedule of charges

- Information can be inspected at the Parish Council Office free of charge.
- Where appropriate, information can be transmitted electronically free of charge.
- Information that can be photocopied without breaching copyright laws can be copied on the Parish Council's photocopier at the following cost.
  - A4 single black and white copies @ 6p per copy
  - A4 single colour copies @ 30p per copy
- Information sent by Royal Mail will be charged at cost in accordance with the Royal Mail's charges.
- The Parish Council makes charges for the hire of all the facilities mentioned in "Services" above and a full scale of charges inclusive of VAT, is available from the Parish Council Office. These charges are reviewed annually and changes implemented on 1<sup>st</sup> April each year.

This policy was approved by Ruddington Parish Council at a meeting of the Finance & Policy Committee held on 16<sup>th</sup> June 2009 (minute number F. 09/889) and will be reviewed annually.

**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. Residents wishing to inspect information are, therefore requested to telephone the Parish Council Office to ensure that the information they require is still available.**