
The current Council charges for photocopying of paperwork will be applied for the provision of copies of the documents/information listed in each of the classes.

The classes are as follows:~

1. COUNCIL INTERNAL PRACTICE AND PROCEDURES

Minutes of Council, Committee and Sub-Committee Meetings – All public minutes in the possession of the Parish Council are available for inspection at the Council Offices. Copies of recent minutes are also available on the Council's Website. Procedural Standing Orders are available to view at the Council Offices.

Council's Annual Report to Parish Meeting is available for inspection at the Council Offices and Website.

1.1 **Optional Documents**

Agendas [excluding supporting papers and copies of correspondence] will be made available on the Village Noticeboards and Parish website. This will be limited in each case to the forthcoming meeting. Copies will be posted on the Parish Noticeboards and also made available at the Council Offices. The Agenda will be made available to members of the public attending any meeting of the Council.

Terms of Reference for Committees.

Available to view at the Council Offices

Exclusions – All information will be contained within the above paperwork apart from 'exempt information' as specified in Section 100A [3] of the Local Government Act 1972 and Schedule 12A of the same Act.

2. CODE OF CONDUCT

Members Declaration of Acceptance of Office
Members Register of Interests
Register of Members Interest Books
List of Members Names/Addresses & Contact Numbers
Available to view at the Council Offices.

3. PERIODIC ELECTORAL REVIEW

Information concerning changes to the electoral arrangements for Parish together with recommendations for the creation of new wards, the amendment of existing wards, proposals of names of new wards and alterations to 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
Available to view all the above at the Council Offices.

Penkridge Parish Council – Publication Scheme

4. EMPLOYMENT PRACTICE AND PROCEDURE

Terms of conditions of employment for the Council's employees are available for inspection at the Council Offices by prior arrangements with the Parish Administrator.

Job Descriptions for the Council's employees are available for inspection by prior arrangement with the Parish Administrator.

4.1 **Optional Documents**

Equality Act Policy
Health and Safety Policy
Staffing Structure
Grievance Procedures
Disciplinary Procedure
Available to view at the Council Offices.

Exclusions – '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.

5. PLANNING DOCUMENTS

Response to Planning Applications can be inspected at the Council Offices. The responses may also be found on the Parish website.

5.1 **Optional Documents**

Parish Plan
Available for inspection at the Council Offices.

Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps are available to view at the Planning Office, Codsall and/or Highway Authority, Stafford 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 Council owned property and land.
Risk Assessment
Available to view at the Council Offices by prior arrangement with the Parish Administrator.

6.1 **Optional Documents**

Fees and charges applied by the Council
Safety inspection records
Register/file of members allowances

Exclusions – 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.

7. DEVELOPMENT AND IMPLEMENTATION OF POLICY

7.1 **Optional documents**

Analysis of responses received to public consultations by the Council
Village Appraisals
Complaints Handling Procedure
Available to view at the Council Offices by prior arrangement with the Parish Administrator.

8. BYELAWS

8.1 **Optional documents**

The regulation of the Haling Dene Grounds
Available to view at the Council Offices

9. COUNCIL CIRCULARS/NEWSLETTERS

9.1 **Optional documents**

Parish Newsletter – The Council will continue to circulate a Parish Newsletter to the majority of households in the Parish and will strive to do this on a bi-monthly basis. Additional copies will be made available at the Council Offices/ Website.

10. ARTS, ENTERTAINMENT AND TOURIST INFORMATION

This Council does not publish information leaflets at present.

11. ALLOTMENTS

11.1 **Optional documents**

Plans of the Council's Allotment sites at Francis Green Lane and Wolgarston Way.

Standard Tenancy Agreements for the allotments

List of Allotment Holders' names and addresses

Available to view at the Council Offices by prior arrangement with the Parish Administrator.

Exclusions – individual tenancy agreements and rent payment records under both Privacy and Data Protection Laws.

12. BURIAL GROUNDS

12. **Optional documents**

Plans

Available to view at the Council Offices by prior arrangement with the Parish Administrator.

Exclusions – individual Interment Applications, Memorial Approvals, Grant Deeds under both Privacy and Data Protection Laws.

13. BEST VALUE

Not deemed necessary for this Council.