

BIDFORD ON AVON PARISH COUNCIL

In the County of Warwickshire



Freedom of Information Act 2000

The following information is available for inspection on request from the Clerk or by visiting the Bidford-on-Avon website on www.bidfordonavon-pc.gov.uk. Please note that any request to the clerk must be made in permanent form, in writing or be e-mail, and must include basic contact details. A reply will be made within 20 working days of receipt of the request.

Depending on the nature of the request, and the time involved, a charge for the time spent by the clerk may be made. If copies are required, these will be done by the clerk and a cost of 10p per sheet will be made to cover costs. If these are to be posted, a charge to cover postage and package will be made.

1. **Council Internal Practice and Procedure**

Minutes of the council and committees – limited to the last two years
Procedural Standing Orders
Councils Annual Report to Parish Meeting – limited to the last 3 years

2. **Code of Conduct**

Members Declaration of Acceptance of Office
Members Register of Interests
Register of Members Interests Book

3. **Periodic Electoral Review**

This is information concerning the changes to the electoral arrangements for the parish council. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the name of new wards and alterations to the number of councillors to be elected to the council

Information relating the last Periodic Electoral Review of the council area
Information relating to the latest boundary review of the council area

4. Employment Practice and Procedure

Terms and conditions of employment

Job description

Exclusions – “personal records” i.e. 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

Responses to planning applications

Exclusions – 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.

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 common/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds

Risks Assessments

Elisabeth Uggerloese

Clerk to Bidford-on-Avon Parish Council

c/o Bidford-on-Avon Post Office

30 High Street

Bidford-on-Avon

B50 4AA

Tel/Fax. No. 01789 778653

e-mail

info@bidfordonavon-pc.gov.uk