



## BURTON UPON STATHER PARISH COUNCIL

### LOCAL COUNCILS MODEL PUBLICATION SCHEME

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 proactively and help it develop a greater culture of openness and transparency.

The Council's key responsibilities are to represent the electorate of its area, to take action within the legal framework and to provide a leadership focus for the community.

#### 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 (LIMITED TO THE LAST 2 YEARS)	WEBSITE <a href="http://www.buspc.org">www.buspc.org</a>	NO
	HARD COPIES FROM CLERK	YES
PRECEDURAL STANDING ORDERS	WEBSITE <a href="http://www.buspc.org">www.buspc.org</a>	NO
	HARD COPIES FROM CLERK	YES
COUNCIL'S ANNUAL REPORT TO PARISH MEETING	WEBSITE <a href="http://www.buspc.org">www.buspc.org</a>	NO
	HARD COPIES FROM THE CLERK	YES

#### 2. CODE OF CONDUCT

INFORMATION	FORMAT IN WHICH IT IS AVAILABLE	CHARGE FOR SUPPLY (YES/NO)
MEMBERS' DECLARATION OF ACCEPTANCE OF OFFICE	INSPECTION BY APPOINTMENT WITH THE CLERK	NO
MEMBERS' REGISTER OF INTERESTS	INSPECTION BY APPOINTMENT WITH THE CLERK	NO
REGISTER OF MEMBERS' INTERESTS BOOK	INSPECTION BY APPOINTMENT WITH THE CLERK  WEBSITE <a href="http://www.buspc.org">www.buspc.org</a>	NO

### 3. PERIODIC ELECTORAL REVIEW

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 alterations to the number of councillors to be elected to the council.

<b>INFORMATION</b>	<b>FORMAT IN WHICH IT IS AVAILABLE</b>	<b>CHARGE FOR SUPPLY</b>
INFORMATION RELATING TO THE LAST PERIODIC ELECTORAL REVIEW OF THE COUNCIL AREA	NORTH LINCOLNSHIRE COUNCIL LINK OFFICES OR WEBSITE @ <a href="http://www.northlincs.gov.uk">www.northlincs.gov.uk</a>	NO
	HARD COPY FROM THE CLERK	YES
INFORMATION RELATING TO THE LATEST BOUNDARY REVIEW OF THE COUNCIL AREA	NORTH LINCOLNSHIRE COUNCIL LINK OFFICES OR WEBSITE @ <a href="http://www.northlincs.gov.uk">www.northlincs.gov.uk</a>	NO
	HARD COPY FROM THE CLERK	YES

### 4. EMPLOYMENT PRACTICE AND PROCEDURE

<b>INFORMATION</b>	<b>FORMAT IN WHICH IT IS AVAILABLE</b>	<b>CHARGE FOR SUPPLY</b>
TERMS AND CONDITIONS OF EMPLOYMENT	INSPECTION BY APPOINTMENT WITH THE CLERK	NO
	HARD COPY AVAILABLE	YES
JOB DESCRIPTIONS	INSPECTION BY APPOINTMENT WITH THE CLERK	NO
	HARD COPY AVAILABLE	YES

### 5. PLANNING DOCUMENTS

<b>INFORMATION</b>	<b>FORMAT IN WHICH IT IS AVAILABLE</b>	<b>CHARGE FOR SUPPLY (YES/NO)</b>
RESPONSES TO PLANNING APPLICATIONS	INSPECTION BY APPOINTMENT WITH THE CLERK	NO
	HARD COPIES	YES

## 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	INSPECTION BY APPOINTMENT WITH CLERK  HARD COPY	NO  <b>YES</b>
ANNUAL STATUTORY REPORT BY AUDITOR (INTERNAL AND EXTERNAL) LIMITED TO THE LAST FINANCIAL YEAR	INSPECTION BY APPOINTMENT WITH CLERK  HARD COPY	NO  YES
RECEIPT/PAYMENT RECORDS OF ALL KINDS, BANK ACCOUNT STATEMENTS FROM ALL ACCOUNTS LIMITED TO THE LAST FINANCIAL YEAR	INSPECTION BY APPOINTMENT WITH CLERK	NO
PRECEPT REQUEST LIMITED TO THE LAST FINANCIAL YEAR	INSPECTION BY APPOINTMENT WITH CLERK	NO
LIMITED TO THE LAST FINANCIAL YEAR	INSPECTION BY APPOINTMENT WITH CLERK	NO
FINANCIAL REGULATIONS	WEBSITE <a href="http://www.buspc.org">www.buspc.org</a>  HARD COPIES FROM CLERK	NO  YES
ASSETS REGISTER INCLUDING DETAILS OF VILLAGE GREEN, VILLAGE HALL AND PLAYING FIELD	HARD COPIES FROM CLERK	YES
RISK ASSESSMENTS	WEBSITE <a href="http://www.buspc.org">www.buspc.org</a>  INSPECTION BY APPOINTMENT WITH CLERK	NO  YES

## EXCLUSIONS

Reviewed: February 2022

Review Due: February 2023

## **EMPLOYMENT PRACTICE AND PROCEDURE**

PERSONAL RECORDS: i.e. APPRAISALS, EMPLOYEE SPECIFIC SALARY DETAILS, DISCIPLINARY RECORDS, SICKNESS RECORDS ETC BY VIRTUE OF BEING PERSONAL DATA UNDER THE GENERAL DATA PROTECTION REGULATION 2018.

## **PLANNING DOCUMENTS**

COPIES OF PLANNING CONSULTATIONS, THE DEVELOPMENT PLAN, STRUCTURE PLAN, LOCAL PLAN, RIGHTS OF WAY, FOOTPATH MAPS, ALL OF WHICH ARE AVAILABLE FROM THE LOCAL PLANNING AND/OR HIGHWAY AUTHORITY.

## **AUDIT AND ACCOUNTS**

ALL COMMERCIALY SENSITIVE INFORMATION E.G. QUOTATIONS AND TENDERS, LOAN DOCUMENTATION, INSURANCE POLICIES.

WITH REGARD TO TENDERS AND QUOTATIONS, THIS INFORMATION IS TREATED AS CONFIDENTIAL TO ENSURE THE WHOLE 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 FINANCIALLY DISADVANTAGED.

## **CONTACTS:**

### **PARISH CLERK:**

Telephone: 07982 265914

Email: [clerk.buspc@hotmail.co.uk](mailto:clerk.buspc@hotmail.co.uk)

## **FEES:**

Photocopies (black and white): 10p per sheet

Photocopies (colour): 15p per sheet

Postage (where incurred): As cost

Clerk's time: on request where additional hours required