

Berwick St James Parish Meeting Publication Scheme

Under the Freedom of Information Act 2000 every parish meeting is required to adopt and maintain a publication scheme setting out the types of information it will make available, and how that information can be obtained.

Parish meetings are required to have adopted an approved publication scheme by the statutory deadline of the 28th February 2003. From this date parish meetings will have to make the information contained in their publication schemes available to the public.

We were advised by the Information Commissioner in November what sort of information had to be made available, and what other classes of information were optional. He also enclosed an outline of a model publication scheme which could be suitable for our Parish Meeting to adopt without having to design one of our own. We put together a scheme for Berwick using the model one provided and submitted it to the Commissioner by his deadline of 31st December, 2002. This was so that if he did not agree with it he could let us know in time for us to alter it and get an approved version in place before the end of February deadline. We have not heard from him so can assume he is happy with what we proposed.

The Commissioner also told us that signing and returning the declaration form and completed model scheme would not in itself fulfil our obligations under the Act. We had also to make the publication scheme available (for example on the village notice board), and to operate the scheme. We told him we would present the scheme to you at a Parish Meeting in February, and also publish it on our notice boards. **The purpose of this agenda item is to explain to you the scheme we have proposed .**

FREEDOM OF INFORMATION ACT 2000

BERWICK ST JAMES PARISH MEETING PUBLICATION SCHEME

Outlined below is the publication scheme which was adopted at the Berwick St James Parish Meeting held on 17th February, 2003.

'The following documents are available for inspection on request from the Parish Clerk (See **Note 1**, below):

- Minutes or Notes of Parish Meetings (limited to last 2 years)
 - Responses to Planning Applications (See **Note 2**, below)
 - Annual return form concerning Audits and Accounts
 - Annual statutory report by auditors
(internal and external)
 - Precept request
 - Agenda and supporting papers for parish meetings - limited
in each case to the forthcoming / immediate meeting.
- } Limited to last
financial year

Note 1.

The Parish Clerk is:

*Mrs C.C.Woodford
Godwins
High Street
Berwick St James
Salisbury
Wilts. SP3 4TN*

Tel: 01722-790444

Note2.

Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps, are available from the local planning and /or highway authority respectively.'

I.A.Fisher
Chairman,
Berwick St James Parish Meeting

18th February, 2003