

PUBLICATION SCHEME for ACKLINGTON PARISH COUNCIL

The Freedom of Information Act 2000 requires all public authorities, which includes Acklington Parish Council, to adopt and maintain a publication scheme.

This is Acklington Parish Council's scheme under the Act. The idea of the scheme is to let everyone know what information will be automatically or routinely published by the Parish Council.

Information Available:

1. Members of the Council and its Committees – available from Parish Clerk
Contact details for Parish Clerk - on all notice boards
2. Agendas, Minutes of Council, Committee and Sub-Committee Meetings - limited to the last two years.
Council's Annual Report to the Parish Meeting.
Procedural Standing Orders.
3. Members Declaration of Acceptance of Office.
Members Register of Interests (available at Northumberland County Council).
4. Terms and conditions of employment.
Job description for Clerk
5. Responses to planning applications:- limited to the previous 12 months
Responses to Consultation Papers – limited to the previous 12 months
6. 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.
Budget Details – limited to the last financial year.
Precept request – limited to the last financial year.
VAT records – limited to the last financial year.

All of the above information is available in hard copy on request by prior appointment (unless otherwise stated) at a charge of 50p per sheet or free via email (where applicable) from the Clerk to the Council. In addition, should requests result in obtaining information from archive a charge of £15 per hour plus expenses to be made. Other information may be made available on request with the agreement of the Parish Council.

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEMES

Declaration Form

Acklington Parish Council

has adopted the model scheme titled Publication Scheme for Acklington Parish Council produced in accordance the Freedom of Information Act 2000 and will publish information in accordance with that scheme.

Signature.....

Position.....

Date.....

The contact details for the person/official who will be responsible for maintaining the publication scheme and who should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act are:

Elaine Brown
Clerk to the Council
58 Westmorland Avenue
Newbiggin by the Sea
Northumberland
NE64 6RN

Tel. 07588659600