

EDALE PARISH COUNCIL

Freedom of Information act 2000, Transparency code, Publication Scheme and Retention of Council Documents

Adopted 9th November 2016

The Freedom of Information Act 2000 creates a public "right of access" to information held by public authorities. The full provisions of the act came into force on 1 January 2005. Edale Parish Council operates under the Freedom of Information Act 2000 (and subsequent amendments).

The Transparency Code was issued in December 2014 by the Department for Communities and Local Government to increase democratic accountability. The Local Audit and Accountability Act 2014 states that public authorities [including Parish Councils] with a turnover not exceeding £25,000 are exempt from routine external audit. Instead they will be subject to the Transparency Code [see Appendix B]. Edale Parish Council adhere to the Transparency code of 2014 (and subsequent amendments).

Under the Information Transparency Code, information to be published must appear on a website that is publicly accessible free of charge. Edale Parish Council web site is www.edaleparishcouncil.org.uk and the Council make every effort to maintain compliance.

Data to be published on the Parish Council web site:

To be published monthly:

Agendas for formal meeting	Within three clear days before the meeting
Draft minutes to formal meetings and presented reports	Within one month following the meeting

Agendas and Minutes will also be posted as appropriate on the 7 notice boards within the Parish.

To be published annually:

By the 1st July following the end of the financial year

End of year accounts: Statement of accounts Bank reconciliation Significant variances
Items of expenditure above £100
Annual Governance statement
Internal Audit report
List of councillor or member responsibilities
Location of public land and building assets
Schedule of meetings

To be published when appropriate:

Council Decision making practises
Councillor contact details
Clerk contact details
Standing orders

Financial regulations
Code of conduct
Policy statements

Approved minutes will be posted replacing the draft copies at suitably appropriate intervals.

Any document published on the web site will have all signatures redacted.

Planning:

A synopsis of the responses to planning application can be seen in the minutes to the appropriate meeting.
A full response submitted to the planning authority can be seen by visiting the planning authority web site.

Documents that will not be published on the Parish Council web site

These documents will be available for inspection on request and by arrangement with the Clerk.

Minutes to meetings prior to April 2015
Annual Returns and Audit Reports prior to 2015/2016
Approved budget and precept statements
Current contracts awarded
Members allowances
Grants given and received
Responses to consultation papers

Members pecuniary interest declarations.

These can be found on the High Peak Borough Council web site under:

www.highpeak.gov.uk/hp/your-council/register-of-interest/edale

Electoral register.

The current year electoral register can be inspected on request and by arrangement with the Clerk.
Any copying must be by hand and under supervision.

Charging policy

Information can be inspected, by appointment free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Clerks photocopier at the cost of 10p per A4 sheet.

Retention of documents and records

Unless historic documents are unavailable, the Council will retain documents and records according to the Legal Topic Note 40 issued by NALC January 2013 [see Appendix C].

Periodically historic Council records will be transferred to the Public Records Department for permanent archiving. An electronic copy will be retained by the Council wherever possible.

Signed by the Chair of Edale Parish Council meeting of the 9th November 2016

Signature:

Name:

Minute reference: