

Freedom of Information Act 2000 - Publication Scheme

Parish and Town Councils are now required by law to publicise a scheme of held documents that are available for public inspection.

Ripley Town Council has resolved to adopt a scheme based on the Model Publication Scheme for Local Councils (Core Classes only) provided by the Information Commissioner.

The documents listed in the Scheme have always been available on request but we are now obliged to publicise the list.

The Minutes of Council and its sub-committees, Council Standing Orders and Financial Regulations, the Town Clerk's Contract and Conditions of Employment are available for viewing on the Council's Web Site - **World Wide Web.ripley-derbyshire.gov.uk**

Council and sub-committee agendas and minutes and other documents are available by appointment with the Town Clerk.

RIPLEY TOWN COUNCIL

FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

CORE CLASSES OF INFORMATION

1) Council Internal Practice and Procedure

Minutes of Council and sub-committees from 1 January 2000
Procedural Standing Orders
Council's Annual Report to the Town's Annual Parish's Meeting

2) Code of Conduct

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

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

4) Employment Practice and Procedure

Terms and conditions of employment
Job descriptions

5) Planning Documents

Responses to planning applications

6) Audit and Accounts

Annual return form
Annual statutory report by auditor (internal and external)
Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts

Precept request

VAT records
(The above are all limited to the last financial year)
Financial Standing Orders and Regulations
Asset register
Risk Assessments