

# FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME

## SOUTHAM TOWN COUNCIL

### 1. General Information

Authority: Southam Town Council  
Town Council Offices  
The Grange Hall  
Coventry Road  
Southam  
CV47 1QA

Tel: 01926 814004  
Fax: 01926 811414  
Email: [clerk@southamcouncil-warks.gov.uk](mailto:clerk@southamcouncil-warks.gov.uk)

Proper Officer: Debbie Carro – Town Clerk  
Responsible Financial Officer: Debbie Carro – Town Clerk  
Deputy Clerk/Financial Officer: Denise Sanders

<b>2. Information to be published</b>	<b>3. Method of Publication</b> (Council Office is open Monday to Friday 9am – 1pm)
<u>Council practice and procedures</u>  Council Agendas and Minutes  Working Party – Agenda and Minutes  ENVI ENVII Joint ENV Grange Hall Stewards  Standing Orders  Acceptance of Office Councillors Code of Conduct Register of Councillor Interests	Agendas are posted on Notice Boards. Agendas and Minutes can be inspected in the Council Office during normal office hours or on the Website  Agendas and can be inspected in the Council Office during normal office hours.  Minutes can be inspected in the Council Office (during normal office hours) and in the Library.  These can be inspected at the Council office during normal office hours and on the website  These can be inspected at the Council office during normal office hours

<p><u>Financial</u></p> <p>The Annual Precept Figure</p> <p>Annual Budget Expenditure against Budget Payments made to contractors and suppliers</p> <p>Annual Accounts and supporting information Financial Regulations</p> <p>Financial records are kept for 10 years</p>	<p>Published in the Town Council Newsletter and in the monthly Council Minutes</p> <p>Published in Council minutes Published in Council minutes</p> <p>Published in monthly Council Minutes</p> <p>Can be inspected at the Council Office during normal office hours and on the website</p>
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<p><u>Planning</u></p> <p>Summary lists of planning applications</p> <p>Individual planning applications</p> <p>Planning Application Responses</p> <p>The adopted and draft Local Plan</p>	<p>Displayed on the notice board in the library.</p> <p>Can be viewed in the library, on the website and on the Stratford District Council website</p> <p>Published in monthly Council Minutes, on the website and on the Stratford District Council Website</p> <p>Can be inspected in the Council Office during normal office hours.</p>
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<p><u>Health and Safety</u></p> <p>Health and Safety Policy Playground inspection records</p>	<p>Can be inspected in the Council Office during normal office hours.</p>
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<p><u>Archive Material</u></p> <p>Byelaws Minutes Leases and Deeds Maps and Photographs</p>	<p>Can be inspected in the Council Office during normal office hours.</p>
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<p><u>Periodic Electoral Review</u></p> <p>Documents on last Electoral Review Documents on the last Boundary change</p>	<p>Can be inspected in the Council Office during normal office hours.</p>
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<p><u>Employment</u></p> <p>Terms and conditions of employment Job descriptions</p>	<p>Can be inspected in the Council Office during normal office hours.</p>
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#### 4. **Exempt Material**

Personal information relating to Councillors (other than required to be declared in Register of Interest)

Personal information relating to employees

Tenders and bids from contractors and suppliers

Note: Data Protection Legislation prohibits the publication of certain categories of information.

#### 5. **Charging Policy**

Information can be inspected, by appointment at the Council Office free of charge.

Information that can be photocopied without breaching copyright laws can be copied on the Council Office's photocopier at a cost of 10p per A4 sheet.

A detailed search of records (for example Council Minutes) is subject to a charge of £10 per search.

#### 6. **Review of Policy**

This Policy was approved by Southam Town Council at its meeting on Thursday 26<sup>th</sup> June 2008 and will be reviewed every four years.

**Note:** Under Data Protection Legislation, the Council is required regularly to review the information that it keeps and to destroy that which does not form part of its official records. Residents wishing to inspect information are therefore requested to telephone the Council office to ensure that the information they require is still available.