

FREEDOM OF INFORMATION ACT 2000
PUBLICATION SCHEME

BUCKFASTLEIGH TOWN COUNCIL

General Information

Authority:	Buckfastleigh Town Council	
Responsible Officer	Mrs Judith M. Hart	Clerk to the Council
Maintaining Officer	Mrs Judith M. Hart	Clerk to the Council

Town Hall
Bossell Road
Buckfastleigh
Devon
TQ11 0DD

Tel: 01364 642576
Email: clerk@buckfastleigh.gov.uk

Introduction

The Freedom of Information Act 2000, which came into full effect on 1 January 2005, gives a general right of access to many types of recorded information held by Local Government Authorities. Buckfastleigh Town Council is a Local Government Authority as defined in the Act.

Every Public Authority is required to adopt and maintain a model publication scheme with effect from 1 January 2009. Buckfastleigh Town Council adopted the attached model publication scheme at the Town Council meeting held on 9 September 2009.

Information to be published	Method of Publication Hard copies of minutes are available only on written request either by letter or e mail
<p><u>General</u></p> <p>Details of Councillors and Staff</p> <p>Council Agendas and Minutes</p> <p>Standing Orders</p> <p>Complaints procedure</p> <p>Councillors – Code of Conduct</p> <p>Register of Current Councillors Interests</p>	<p>Available on the Town Council Website or by request</p> <p>Agenda's are posted on the Notice Board</p> <p>Town Council Meeting Minutes are posted on the Town Hall Notice Board and are available on request</p> <p>Minutes to the full Council Meeting are posted on the Town Council's website-: www.buckfastleigh.gov.uk</p> <p>Available on request</p> <p>Contact the Town Clerk</p> <p>Available on request</p> <p>Teignbridge District Council</p>
<p><u>Financial</u></p> <p>The Annual Precept Figure & Budget</p> <p>The Accounts</p> <p>Expenditure</p> <p>Financial regulations</p> <p>Annual Audited Accounts and supporting information</p>	<p>Available on request</p> <p>Available on request</p> <p>Published in the Finance Committee Minutes – Available on request</p> <p>Available on request</p> <p>Available on request</p>
<p><u>Planning</u></p> <p>Summary lists of current planning applications</p>	<p>Displayed weekly on the Council Notice Board from Dartmoor National Park Authority and Teignbridge District Council.</p>

Individual current planning applications	Can be inspected at the Town Hall between the hours of 9.00am and 1.00pm Monday to Friday
The adopted and Draft Local Plan Decisions of the Planning Authority	Can be inspected at the Town Hall when available. Full current and past details can be inspected at the Town Hall as above.
<u>Archive Material</u> Minutes of the Council	Available on request

Exempt Material

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

Confidential Minutes

Personal information relating to employees (including salary, appraisal reports & sickness records)

Tenders and bids from contractors and suppliers

General correspondence sent or received (Data protection Act 1998)

Charging Policy

The Council will not charge for information to be viewed at the Town Hall, but copies of documents are charged at 5p per sheet.

Record Retention

Document	Period	Reason
Minute Book	Indefinite	Archive
Accounts	Indefinite	Archive
Receipt Books	Six Years	VAT
Bank Statements/Deposit Books	Last completed Audit Year	Audit
Bank Paying-in Books	Last completed Audit Year	Audit
Cheque Book Stubs	Last completed Audit Year	Audit
Invoices	Six Years	VAT
VAT Records	Six Years	VAT
Insurance Policies	While Valid	Management
Planning Applications	5 Years	Originals held by Planning Authority
Deeds	Indefinite	

Adopted by Buckfastleigh Town Council at the Town Council Meeting held on 9 September 2009.