

# **CORE CLASSES OF INFORMATION**

## **1) COUNCIL INTERNAL PRACTICE AND PROCEDURE**

Minutes of council, committee and sub-committee meetings – limited to the last 2 years.

Procedural Standing Orders

EXCEPT: Items falling within section 1 of the Public Bodies (Admissions to Meetings) Act 1960, as from time to time amended.

### **Optional documents: -**

Agendas and supporting papers for council, committee and sub-committee meetings-limited in each case to the forthcoming/immediate meeting.

The report and decisions of committees and the Council except 'private' information as defined above and explained in the introduction

Terms of Reference for Committees

## **2) CODE OF CONDUCT**

Members Declaration of Acceptance of Office

Members Register of Interests

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.

Information relating to the last Periodic Electoral Review of the council area.

Information relating to the latest boundary review of the council area

## **4) EMPLOYMENT PRACTICE AND PROCEDURE**

Terms and conditions of employment

Job description

### **Optional documents: -**

Equal Opportunities Policy

**Exclusions** – 'personal records' i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data under the Data Protection Act 1998

5) **PLANNING DOCUMENTS**

Responses to planning applications

**Optional documents: -**

The Parish Plan will be available upon completion

Exclusions – Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/Footpath maps all of which are available from the local planning and/or highway authority respectively

6) **AUDIT AND ACCOUNTS**

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

Precept request – limited to the last financial year

VAT records – limited to the last financial year

Financial Standing Orders and Regulations

Assets register

Risk Assessments

Exclusions – all commercially sensitive information e.g. quotations and tenders, insurance policies. With regard to quotations and tenders, this information is treated as confidential to ensure that the whole tender process is fair i.e. if tender information is released to a third party prior to the end of the tender period those who initially submitted tenders could be undercut and/or unfairly disadvantaged

All the above documents can be obtained by contacting the Parish Clerk – either by letter to Belle Vue, 12 Burnards Lane, Bodmin PL31 2LP by telephone 01208 73293 or by e-mail – [clerk@stkewparish.org.uk](mailto:clerk@stkewparish.org.uk) and access will be via the website.