

Freedom of Information Publication Scheme

For

Sharnbrook Parish Council

2024

1. General Information Authority: Sharnbrook Parish Council Office Address: Parish Office, 30 Church Lane, Sharnbrook MK44 1HR Office Telephone: 07988 638054 Office Hrs for Inspection: Monday-Thursday by appointment. Responsible Officer Shannon Mortimer, Clerk Maintaining Officer Shannon Mortimer, Clerk.	
2. Information to be Published <u>Council Practice and Procedure</u> Council Agendas and Minutes Committee Agendas and Minutes Planning Committee Amenities Committee F&GP Committee	3. Method of Publication Agendas to be posted on Village Noticeboards and Agendas and Minutes to be posted on the Council's website.
Acceptance of Office Standing Orders Councillor's Code of Conduct Register of Councillors' Interests Report to Annual Parish Meeting	Documents listed pertaining to practice and procedures are posted on the Council's website. Copies of all these documents can also be inspected in the Council office, by appointment. Register of Councillors' Interests is available on the Bedford Borough Council website.
<u>Financial</u> The Annual Precept Figure Annual Budgets in Summary Form Expenditure against Budget in Summary Payments made to contractors and suppliers	Published in the Borough Council Leaflet Published in relevant Committee and Council Minutes. Published on website. Published Monthly in Council Minutes.

<u>Planning</u> Summary lists of planning application applications Individual Planning Applications and responses The adopted and draft Local Plan Neighbourhood Plan	Available for inspection at Bedford Borough Council Offices (Borough Hall) or on the Borough Council website, www.bedford.gov.uk Available for inspection at Bedford Borough Council Offices (Borough Hall) or on the Borough Council website, www.bedford.gov.uk Or at the Parish Office by contacting the clerk for an appointment. Or on the Parish Council website www.sharnbrook-pc.gov.uk
Health & Safety Health and Safety Policy Playground Inspection records	Can be inspected at the Council Office by appointment. H&S Policy on website.
Archive Material Minute Books Leases and Deeds Historic Maps, Photographs, etc	Can be inspected in the Council Offices by appointment, or at the Bedford Borough Council Archives if located there.
Periodic Electoral Review Documents on last Electoral Review Documents on the last boundary change	These items would be held by Bedford Borough Council, available on request.
Employment Terms and conditions of employment Job Descriptions	Can be inspected in the Council Offices by arrangements with the Clerk.

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	
4. Charging Policy Information can be inspected, by appointment at the Council Offices, free of charge.	
5. Review of Policy This Policy was approved by Sharnbrook Parish Council at its meeting on 4th May 2021 and will be reviewed bi-annually. 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 email or telephone the Clerk to ensure that the information they require is still available.	Reviewed June 2023. Reviewed June 2024. Reviewed July 2025 Reviewed June 2026