

## Loxwood PARISH COUNCIL

- **FREEDOM OF INFORMATION ACT - PUBLICATION SCHEME**

- **RETENTION OF DOCUMENT POLICY**

Adopted by Loxwood Parish Council 1<sup>st</sup> June 2015 Minute Reference 15/115

Information to be published	How the information can be obtained – hard copy and/or website	Cost
<b>Class 1 - Who we are and what we do</b> Loxwood Parish Council	From the Clerk or Website	<b>Website free</b> <b>Hard copies as per schedule</b>
Who's who on the Council and its Committees	“	
Contact details for the Parish Clerk and Council members	“	
Location of Clerk's office	“	
<b>Class 2 – What we spend and how we spend it</b>		
Current and previous financial year	Hard or electronic copies from the Clerk	
Annual return form and report by Auditor	“	
Finalised Budget	“	
Precept	“	
Borrowing Approval letter	“	
Financial Standing Orders and Regulations	“	
Grants given and received	“	
List of current contracts awarded and value of contract	“	
Members allowances and expenses	“	
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish (6 years) - previous year	Hard or electronic copies from the Clerk - on the website	

Quality Status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
<b>Class 4 – how we make decisions</b> Current and previous council year		
Timetable of meetings	Hard or electronic copy from the Clerk	
Agendas of Meetings	Hard or electronic copy from the Clerk - current from website	
Minutes of meetings	Hard or electronic copy from the Clerk - most recent from website	
Reports presented to council meetings	Hard or electronic copy from the Clerk	
Responses to consultation papers	“	
Responses to planning applications	“	
Bye-laws	n/a	
<b>Class 5 – our policies and procedures</b> Current information only		
Policies and procedures for the conduct of council business <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of conduct</li> <li>• Policy Statement</li> </ul>	Hard or electronic copies from the Clerk	
Policies and procedures for the provision of services and about the employment of staff <ul style="list-style-type: none"> <li>• Internal policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and Safety policy</li> <li>• Recruitment policies (including current vacancies)</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard or electronic copies from the Clerk	
Information security policy	Hard or electronic copy from the Clerk	
Records management policies (records retention, destruction and archive)	Hard or electronic copy from the Clerk	
Data protection policies	Hard or electronic copy from the Clerk	
Schedule of charges (for the publication of information)	Hard or electronic copy from the Clerk	
<b>Class 6 – Lists and Registers</b>		

Currently maintained lists and registers only		
Any publicly available register or list	Available for inspection at Clerk's office	
Assets Register	"	
Disclosure log		
Register of members interests	"	
Register of gifts and hospitality	"	
<b>Class 7 – The services we offer</b>		
Current information only		
Allotments	Hard copy or inspection at Clerk's office	
Burial grounds and closed churchyards	"	
Community centres and village halls	"	
Parks, playing fields and recreational facilities	"	
Seating, litter bins, clocks, memorials and lighting	"	
Bus shelters	"	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
Summary of services for which the council is entitled to recover a fee, together with those fees (eg. Burial fees)	n/a	
Additional information		

**Contact Details :**

All hard copies of documentation, or viewing of documentation by appointment, contact:

The Parish Clerk  
 Foxways, Pinkhurst Lane  
 Slinfold, Horsham,  
 West Sussex  
 GU6 7RD  
 01403 791323  
 clerk@loxwoodpc.co.uk

Shaded areas denote not applicable in relation to Loxwood Parish Council (legislation requires they are included on list whether applicable or not)

## SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black and White) Photocopying @ 20p per sheet (colour)	Actual cost based on minimum charge by professional copy company
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory fee	n/a – no Statutory fees	In accordance with the relevant legislation if appropriate
Other		

**LOXWOOD PARISH COUNCIL**

**RETENTION OF DOCUMENTS POLICY**

<b>DOCUMENT</b>	<b>MINIMUM RETENTION PERIOD</b>	<b>REASON</b>
▪ Minute books	Indefinite	Archive
▪ Scales of fees and charges	5 years	Management
▪ Receipt and payment account(s)	Indefinite	Archive
▪ Receipt books of all kinds	6 years	VAT
▪ Bank statements, including deposit/savings accounts	Last completed audit year	Audit
▪ Bank paying-in books	Last completed audit year	Audit
▪ Cheque book stubs	Last completed audit year	Audit
▪ Quotations and tenders	12 years/indefinite	Limitation Act 1980 (as amended)
▪ Paid invoices	6 years	VAT
▪ Paid cheques	6 years	Limitation Act 1980 (as amended)
▪ VAT records	6 years	VAT
▪ Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
▪ Timesheets	Last completed audit year	Audit
▪ Wages books	12 years	Superannuation
▪ Insurance policies	While valid	Management
▪ Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.
▪ Investments	Indefinite	Audit, Management
▪ Title deeds, leases, agreements, contracts	Indefinite	Audit, Management
▪ Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
<b>For Halls, Centre, Recreation Grounds</b>		
<ul style="list-style-type: none"> <li>▪ application to hire</li> <li>▪ lettings diaries</li> <li>▪ copies of bills to hires</li> <li>▪ record of tickets issued</li> </ul>	6 years	VAT
<b>For Allotments</b>		
<ul style="list-style-type: none"> <li>▪ register and plans</li> </ul>	Indefinite	Audit, Management
<b>For Burial Grounds</b>		
<ul style="list-style-type: none"> <li>▪ register of fees collected</li> <li>▪ register of burials</li> <li>▪ register of purchased graves</li> <li>▪ register/plan of grave spaces</li> <li>▪ register of memorials</li> <li>▪ applications for interment</li> <li>▪ applications for right to erect memorials</li> <li>▪ disposal certificates</li> <li>▪ copy certificates of grant of exclusive right of burial</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)