

Freedom of Information Publication Scheme (issued by the Information Commissioner)

Gnosall Parish Council, Grosvenor Centre, High Street, Gnosall, Stafford, ST20 0EX Tel: 01785 822685

Clerk/Responsible Finance Officer: Jayne Cooper

All the following information can be obtained from the Clerk to the Council by appointment. Copies of documents are available at 10p per sheet copied.

<p>Council Practice and Procedures</p> <ul style="list-style-type: none"> • Council agendas and minutes • Committee agendas and minutes • Acceptance of Office • Standing Orders • Councillors Code of Conduct • Register of Councillors interests • Report to Annual Parish Meeting • Committee Terms of Reference • Allotments Tenancy Agreement • Licensing Certificates • PAT Testing records • Grosvenor Centre Conditions of Hire 	<p>Method of publication</p> <p>Agendas are posted on notice boards. (Agendas and minutes will be posted on web site when up and running). Copies can be inspected in the parish council office, by appointment.</p> <p>Agendas are posted on notice boards. (Agendas and minutes will be posted on web site when up and running). Copies can be inspected in the parish office, by appointment.</p> <p>These can be inspected at the Parish Council office by appointment.</p>
<p>Financial</p> <ul style="list-style-type: none"> • The Annual Precept Figure • Annual budgets in summary format • Expenditure against budget in summary form • Payments made to contractors and suppliers • Annual Accounts and supporting information • Financial Regulations • Risk Assessment • VAT Return • The Annual Return 	<p>These can be inspected at the Parish Council offices by appointment</p>
<p>Planning</p> <ul style="list-style-type: none"> • Individual planning applications and responses 	<p>Can be inspected at the Parish Council offices by appointment</p>
<p>Health and Safety</p> <ul style="list-style-type: none"> • Health and Safety Policy • Playground inspection records 	<p>Can be inspected at the Parish Council offices by appointment</p>
<p>Archive Material</p> <ul style="list-style-type: none"> • Byelaws • Minute books • Leases and deeds • Historic maps and photographs 	<p>Can be inspected at the Parish Council offices by appointment</p>
<p>Periodic Electoral Review</p> <ul style="list-style-type: none"> • Documents on last electoral review • Documents on the last boundary change 	<p>Can be inspected at the Parish Council offices by appointment</p>
<p>Employment</p> <p>Terms and conditions of employment Job descriptions</p>	<p>Can be inspected at the Parish Council offices by appointment</p>