RYHALL PARISH COUNCIL
PUBLICATION SCHEME

Last Reviewed May 2025
Reviewed in accordance with the Document Review Schedule

Under the **Freedom of Information Act 2000**, you may request access to any of the information listed below. All documents are held by the Parish Clerk on behalf of the Parish Council.

1. Council Internal Practice & Procedure
- Minutes of Council, Committee and Sub-Committee meetings (last two years only)
- Procedural Standing Orders

2. Code of Conduct
- Members' Declarations of Acceptance of Office
- Members' Register of Interests
- Register of Members' Interests Book

3. Periodic Electoral Review
Information relating to changes to electoral arrangements for parish, town or community councils, including:
- Recommendations for creating or amending wards
- Proposals for new wards
- Changes to the number of councillors

4. Employment Practice & Procedure
- Job Description

5. Planning Documents
- Parish Council responses to planning applications

Exclusions: Copies of planning consultations, Development Plans, Structure Plans, and Rights of Way/Footpath Maps. These are available directly from the Local Planning Authority and/or Highways Authority.

6. Audit & Accounts

- Annual Return
- Internal and External Auditor Reports
- Receipt/Payment Book
- Receipt books of any kind
- Bank statements for all accounts
- Precept Request
- VAT Records
- Financial Standing Orders and Regulations

Exclusions: Commercially sensitive information such as quotations, tenders, and insurance policies. Tender information is confidential until the tender period has closed to ensure fairness and prevent undercutting.

Parish Clerk Contact
Email: clerk@ryhallparishcouncil.gov.uk