

# BUCKLAND & CHIPPING PARISH COUNCIL

## FREEDOM OF INFORMATION POLICY

Draft for adoption 11 September 2017

### Freedom of Information Act 2000

The above act provides for the provision of certain records of Town and Parish Councils. The list below is the statutory requirements of Buckland & Chipping Parish Council in providing information. The Clerk is normally willing, subject to the Data Protection Act, to provide other information wherever possible.

- 1. Council Internal Practice and Procedure**
  - Minutes of Council meetings – limited to the last 2 years
  - Procedural Standing Orders
  - Council's Annual Report
  - Agendas and supporting papers for Council meetings – limited in each case to the next scheduled meeting
  - Terms of Reference for Committees
  - Internal Review (Complaints) Procedure (non statutory)
- 2. Code of Conduct**
  - Members' Declaration of Acceptance of Office
  - Members' Register of Interests (now available for viewing on the Parish Council website under the Localism Act 2012)
- 3. Periodic Electoral Review**
  - 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 descriptions
  - Equal Opportunities Policy
  - Health & Safety Policy
  - Staffing structure
- 5. Planning Documents**
  - Responses to planning applications
  - Buckland & Chipping Conservation Area
  - Parish Plan
- 6. Audit and Accounts**
  - Annual return form – limited to last financial year
  - Annual Statutory report by External Auditor – limited to last financial year
  - Receipt/payment books, bank statements – limited to the last financial year
  - Precept request – limited to last financial year
  - VAT records – limited to last financial year
  - Financial Standing Orders and Regulations
  - Asset Register
  - Risk Assessments
  - Loan sanction approvals
  - Fees and charges applied by the Council
  - Register/file of members allowances

Colin Marks

Clerk to Buckland & Chipping Parish Council, 11 September 2017