

# **The Freedom of Information Act 2000**

Commits an authority to make information available to the public as part of its normal business activities, the information covered is as follows:-

## **1. WHO WE ARE AND WHAT WE DO**

Parish Councillor's Contact Details  
Register of Members Interests  
Undertaking to Observe the Code of Conduct  
Declarations of Interest Register  
When and Where we Meet  
Standing Orders  
Agenda published on the notice board at least 3 days prior to a meeting

## **2. WHAT WE SPEND AND HOW WE SPEND IT**

Financial Regulations  
Receipt and Payment book  
Cheque Stubs  
Bank Statements  
Precept Request  
Request for Road Sweeping Grant  
Invitations to Tender for Work, and Subsequent Replies  
VAT return,  
Internal Auditor's Report  
Annual Return  
The above to exclude any confidential information and limited to the last Financial Year

## **3. EMPLOYMENT PRACTICE AND PROCEDURE**

Job Descriptions  
Clerk's Contract of Employment  
To exclude any information classified as personal under the Data Protection Act 1988

## **4. WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING**

Minutes of Ordinary Parish Council Meetings – Limited to 2 years  
Minutes of the Annual Parish Council Meeting – Limited to 2 years  
Minutes of any Extraordinary Parish Council Meeting – Limited to 2 years  
Minutes of the Annual Parish Meeting – Limited to 2 years  
Record of Planning Applications Received and Decisions Made – Planning Applications will need to be obtained from Ashford Borough Council  
Copies of Risk Assessment and Risk Inspections made

## **5. HOW WE MAKE DECISIONS**

Minutes of Ordinary Parish Council Meetings – Limited to 2 years  
Minutes of the Annual Parish Council Meeting – Limited to 2 years  
Minutes of any Extraordinary Parish Council Meetings – Limited to 2 years

## **6. OUR POLICIES AND PROCEDURES**

Standing Orders and Financial Regulations

## **7. LISTS AND REGISTERS**

Fixed Asset Register

Risk Assessment

Record of Planning Applications Received and subsequent Decisions Made

## **8. THE SERVICES WE OFFER**

All Members of the Public are welcome to attend all Parish Council meetings

Contact Details for Councillors and The Clerk are readily available

Members of the Public are welcome to contact the Clerk or Councillors at any time

to discuss anything related to the business of the Parish Council. Anything raised with a Councillor or the Clerk during the month will be included for discussion at the next meeting. Members of the

Public should note that a Councillor is unable to make a decision outside of a Parish Council meeting

Minutes are available from the Clerk . Copies The Annual Return is published on the Parish Council's website.

## **9. METHOD OF PUBLICATION**

### Notice board

Contact Details

Agendas

Annual Return

### Website

Contact Details

Agendas

Minutes

Standing Orders

Financial Regulations

Annual Accounts

Budget Figures

Annual Return

### Parish Magazine

Summary of Meetings

Contact Details of Chairman & Parish Clerk

All information covered by this scheme is held by:-

The Parish Clerk, Mrs S Stiffell: Tel No 10233 628481 Email: [stiffells@btinternet.com](mailto:stiffells@btinternet.com)

Members of the Public should contact her to make arrangements to obtain or view the information held.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

## **10. CHARGES WHICH MAY BE MADE FOR PUBLICATION UNDER THIS SCHEME**

Charges may be made for actual disbursements incurred such as:

- Photocopying – 5p per copy - black and white  
10p per copy - colour
- Postage and Packing
- Costs directly incurred as a result of viewing information

If a charge is made confirmation of the payment due will be given before the information is provided.

Payment may be requested prior to the provision of the information.

11. Information held by a public authority that is not published under this scheme can be Requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act