

Hormead Parish Council

Freedom of Information policy

Updated and adopted 18 September 2014

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 Hormead 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
 - Great Hormead 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
 - Playground safety inspection record
 - Risk Assessments
 - Loan sanction approvals
 - Fees and charges applied by the Council
 - Register/file of members allowances

Colin Marks
Clerk to Hormead Parish Council, 2014

REVIEWED: Annual Parish Council Meeting, 17 May 2018

NEXT REVIEW DUE: Annual Parish Council Meeting 2019