

SLYNE WITH HEST PARISH COUNCIL

FREEDOM OF INFORMATION ACT

The Parish Council has a duty under the Freedom of Information Act to provide certain information to the public on request. The information, listed below in the Publication scheme, will be available from the Clerk by arrangement. Please phone 01524 825464. Copies will be available on payment of a fee.

The approved minutes of the Parish Council meetings will be displayed on the Parish Council notice board at the Memorial Hall and will also be posted on the web site for viewing at www.slyne-with-hest.org.uk

Slyne with Hest Parish Council Publication Scheme

1. **Council Internal Practice and Procedure** Minutes (limited to the last two years), Procedural Standing Orders, Annual report to Parish Meeting, Agendas
2. **Code of Conduct.** Members Declaration of Acceptance of Office, Members Register of Interests
3. **Periodical Electoral Review**
4. **Employment Practice and Procedure.** Job Description and Terms and Conditions of Employment
5. **Planning.** Responses to Planning Applications
6. **Audits and Accounts.** Annual Return Forms, Annual Statutory Report to Auditors, Receipts/Payments books, Bank Statements for all accounts, Precept Request, VAT Records, (all limited to last financial year)
Financial Standing Orders, Assets Register, Risk Assessments, Loan Sanctions Approvals, Safety Inspection Records and Register of Members Allowances.

Mrs D Brookes –Clerk to the Parish Council