



FREEDOM OF INFORMATION ACT 2000

CORE CLASSES

1. **Council Internal Practice and Procedure**

Minutes of the Council, committee and sub-committee meetings – limited to the last two years.

Procedural Standing Orders.

Councils Annual Report to the Parish Meeting.

2. **Code of Conduct**

Members Declaration of Acceptance of Office.

Members Registers of Interests.

Register of Members Interests Book.

3. **Periodic Electoral Review**

This is information concerning changes to the electoral arrangements for parish, town and community councils. It includes recommendations for creation of new wards, the amendment of existing wards, proposals for new wards and alterations to the number of councillors to be elected to the council.

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**

Terms and conditions of employment.

Job descriptions.

5. **Planning Documents**

Responses to planning applications.

6. **Audit and Accounts**

Annual return form – limited to the last financial year.

Annual Statutory report by the auditor (internal and external) – limited to the last financial year.

Receipts and payments books, receipt books of all kinds, bank statements from all accounts – limited to the last financial year.
Precept request – limited to the last financial year.
VAT records – limited to the last financial year.
Financial Standing Orders and Regulations.
Asset Register – this will include details of commons/village greens owned by the Parish Council including management schemes for commons as well as village halls, community centres and recreation grounds.
Risk Assessments.

Adopted: May 2013
Reviewed: Annually