

LITTLE CHART PARISH COUNCIL

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
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 and Risk Inspection Records for all Council Assets and Activities

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 Notice board

9. METHOD OF PUBLICATION

Notice board

Contact Details

Agendas

Budget Figures

Annual Accounts

Annual Return

Copy of Minutes held in Little Chart by the Chairman

All information covered by this scheme is held by:-

The Parish Clerk, Mrs J Batt – Telephone 01233 733994 and Members of the Public should contact her to make arrangements to obtain or view the information held.

All information is held in paper format only and in English.

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**
- **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