

SANDLEHEATH PARISH COUNCIL

PUBLICATION SCHEME UNDER THE FREEDOM OF INFORMATION ACT

Information	Format in which available	Charge for supply
Minutes of Council Mtgs (limited to last 2 yrs)	Hard copy & web-site	£1 for hard copy
Procedural standing orders	Hard copy only	£1 per copy
Minutes of Annual Parish Assembly	Hard copy & web-site	£1 per hard copy
Code of Conduct		
Members declaration of Acceptance of office	Held by Monitoring Officer at District Council	District Council policy refers
Members Register of Interests	Held by Monitoring Officer at District Council	Refer to District Council
Register of Members' Interests	Held by Clerk	To be viewed on request
Periodic Electoral Review		
Information relating to the Periodic electoral review of the council area	NFDC Democratic Services retain this information	Unknown
Information relating to the latest boundary review of the council area	NFDC have this information	Unknown
Employment practice & procedure Terms & conditions of employment & job description		
	Clerk's terms & conditions of employment & job description available in hard copy only	£3 per copy
Planning documents		
Responses to planning applications	Decisions contained in minutes of council meetings. Actual response to NFDC in hard copy only	£1 per copy
Audit & Accounts		
Annual return form (last 2 years only)	copy of full document in A4 format (4 pages) in hard copy only	£2 per copy
Annual statutory report by Internal & external auditor (last 2 years only)	copy of these 2 pages available in hard copy only	£1 for 2 pages
Receipt & payment books, bank statements (last 2 years only)	Viewing by appointment with Clerk	No charge
Precept request (last financial year only)	Only available in hard copy	£1 per copy

VAT records (last financial year only)	Available in hard copy only	£1 per copy
Financial standing orders	None	Not applicable
Assets register	The assets of the parish council are a bus shelter& 2 seats. The management of the Common, which is the monthly cut, is the responsibility of the Council. We have no register of assets as such.	Not applicable
Financial risk assessment	There is no written financial risk assessment though there are certain ground rules to ensure financial safety (such as all cheques must be signed by two councillors – the Clerk is not a cheque signatory, all invoices must be approved by full council at a meeting of the council.	Not applicable

Brian Shemmings
Clerk to the Council 18th December 2008