

FARNDON PARISH COUNCIL

www.farndonparishcouncil.co.uk

PUBLICATION SCHEME

The purpose of the scheme is to make a significant amount of information available routinely, without the need for a specific request.

The information contained in each class will be made available in a variety of formats, namely hard copy (paper) on request from the Clerk of the Council, by inspection at District Council Offices, by inspection at suitable premises by prior appointment with the Clerk to the Council and some information will be available on the Parish Councils website

In certain cases, a limitation on the age of some documents has been stipulated. For the avoidance of doubt this does not mean information beyond that date cannot be obtained, it simply indicates that it is not available as a matter of course within this scheme.

Reasonable charges of no more than 10 p per A4 sheet may be raised for the provision of hard copies of the information/documents listed in each of the classes. Each item of information/document listed below also includes details (*in italics*) of the format in which it will be made available.

The Classes of Information are as follows:

1. COUNCIL INTERNAL PRACTICE AND PROCEDURE

Minutes of council, committee and sub-committee meetings – limited to the last 2 years – (*Appointment with Clerk, Minutes from the last year and the current year are available on the website*)

Procedural Standing Orders – (*hard copy from Clerk, Available on the website*)

Councils Annual Report to Parish Meeting – (*hard copy from Clerk, website*)

2. CODE OF CONDUCT

Members Declaration of Acceptance of Office – (*Appointment with Clerk*)

Members Register of Interests – (*Appointment with Clerk*)

3. EMPLOYMENT PRACTICE AND PROCEDURE

Terms & conditions of employment - (*Appointment with Clerk*)

Job Descriptions - (*Appointment with Clerk*)

4. **PLANNING DOCUMENTS**

Responses to planning applications – (*hard copy from Clerk, Minutes – notice boards*)

5. **AUDIT AND ACCOUNTS**

Annual return form – limited to last financial year – (*hard copy from Clerk, Website*)

Annual Statutory report by auditor (internal and external) – limited to last financial year - (*hard copy from Clerk.*)

Receipt/Payment books, Receipt books of all kinds, Bank Statement – limited to last financial year - (*Appointment with Clerk*)

Precept request – limited to last financial year - (*hard copy from Clerk.*)

VAT records – limited to last financial year - (*Appointment with Clerk*)

Financial Standing Orders and Regulations - (*hard copy from Clerk, website*)

Assets Register of all Parish Council owned property - (*hard copy from Clerk, Available on the website*)

Risk Assessments - (*hard copy from Clerk.*)

Details for access of information:

Clerk to the Parish Council – Mrs Claire Taylor, 40 Limetree Drive, Farndon, Chester CH3 6PN. 01829 270887

Website – www.farndonparishcouncil.co.uk