



## **Freedom of Information Policy**

***Reviewed 12<sup>th</sup> May 2025***

### **Freedom of Information Act 2000**

The above act provides for the provision of certain records of Town and Parish Councils. The list below contains the statutory requirements of Buckland & Chipping Parish Council in providing information. The Clerk is normally willing, subject to the Data Protection Act, to provide other information wherever possible.

#### **1. Council Internal Practice and Procedure**

- Minutes of Council meetings – limited to the last 2 years
- Procedural Standing Orders
- Council's Annual Report
- Agendas and supporting papers for Council meetings – limited in each case to the next scheduled meeting
- Terms of Reference for Committees
- Internal Review (Complaints) Procedure (non statutory)

#### **2. Code of Conduct**

- Members' Declaration of Acceptance of Office
- Members' Register of Interests (now available for viewing on the Parish Council website under the Localism Act 2012)

#### **3. Periodic Electoral Review**

- 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 and Procedure**

- Terms and conditions of employment
- Job descriptions
- Equal Opportunities Policy
- Health & Safety Policy
- Staffing structure

#### **5. Planning Documents**

- Responses to planning applications
- Buckland & Chipping Conservation Area
- Parish Plan

#### **6. Audit and Accounts**

- Annual return form – limited to last financial year
- Annual Statutory report by External Auditor – limited to last financial year
- Receipt/payment books, bank statements – limited to the last financial year
- Precept request – limited to last financial year
- VAT records – limited to last financial year
- Financial Standing Orders and Regulations
- Asset Register
- Risk Assessments
- Loan sanction approvals
- Fees and charges applied by the Council
- Register/file of members allowances

Caroline Scott

Clerk to Buckland & Chipping Parish Council