

BROOKLAND 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 as follows:-

1. WHO WE ARE AND WHAT WE DO

List of Parish Councillor's Contact Details

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

Clerks 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 Shepway District 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

Latest Burial Register

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 are also available in the Church and Village Hall

The Annual Return is published on the Notice board

9. METHOD OF PUBLICATION

Contact Details on Notice board

Agendas published on Notice board

Minutes of Meetings are available in the Village Hall and Church

All other 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 any of 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**

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