

# **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  
Request for Road Sweeping Grant  
Invitations to Tender for Work, and Subsequent Replies  
VAT return,  
Internal Auditor's Report  
Annual Return  
NatWest Corporate Bond Documentation  
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**  
**Hothfield Parish Council provide a Website**

### **9. METHOD OF PUBLICATION**

**Notice board**  
**Contact Details**  
**Agendas**  
**Budget Figures**  
**Annual Accounts**  
**Annual Return**

**Website**  
**Contact Details**  
**Agendas**  
**Minutes**

**Hothfield Newsletter**  
**Notification of Publication Scheme in February 2009 edition and other items as appropriate throughout the year**

**Standing Orders  
Financial Regulations  
Annual Accounts  
Budget Figures  
Annual Return**

**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 - black and white**

**10p per copy - colour**

- 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**

*[December 2008]*