

**MILEHAM PARISH COUNCIL**

**FREEDOM OF INFORMATION ACT 2000**

Mileham Parish Council has adopted the model scheme titled Model Publication Scheme for Local Councils (Core classes plus optional classes of information) produced in accordance with section 20 of the Freedom Information Act 2000 and will publish information in accordance with that scheme.

Signature.....

Position: Chairman.

Date:

The contact details for the person/official who will be responsible maintaining the publication scheme and who should be contacted if any issues arise concerning the organisation's compliance with the Freedom of Information Act are:

Mrs T Reynolds  
3 Oaklands  
Little Snoring  
Fakenham  
Norfolk  
NR21 0JG  
Tel: (01328) 878939

Classes of Information

1) **COUNCIL INTERNAL PRACTICE AND PROCEDURE**

Minutes of council, committee and sub-committee meetings - limited to the last 2 years. Procedural Standing Orders.  
Councils Annual Report to Parish Meeting.

2) **CODE OF CONDUCT**

Members Declaration of Acceptance of Office.  
Members Register of Interests.  
Register of Members Interests Book.

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 & conditions of employment.  
Job descriptions.

5) **PLANNING DOCUMENTS**

Planning Applications Received - (confined to last 12 months)  
Response to Planning Applications - (confined to last 12 months)

6) **AUDIT AND ACCOUNTS**

Annual return form - limited to the last financial year

Annual Statutory report by the auditor (internal and external) - limited to the last financial year

Receipt/Payments books, Receipt books of all kinds, Bank Statement from all accounts limited to the last financial year

Precept request - limited to the last financial year

VAT records -limited to the last financial year

Financial Standing orders and Regulations

All classes of documents are available for inspection, upon request from the Clerk, at all Parish Council meetings, at a cost of 15p per A4 sheet.

Agendas relating to the forth-coming meeting will be publicised via the parish notice board and copies will be made available to all parishioners attending that meeting.

The adopted minutes of the most recent Parish Council meeting will also be displayed on the notice board together with the most recent budget report and financial papers relating to the precept request.

A summary report of the most recent Parish Council meeting will be published in the Village and Parish Magazine.

Hard copies of the documents contained within the following classes are available upon request from the clerk, at a cost of 15p per A4 sheet.

1. Standing Orders
2. Financial Standing Orders
3. Code of Conduct