

**Produced in accordance with Section 20 of the Freedom of Information Act 2000**

<b>INFORMATION TO BE MADE AVAILABLE</b>	<b>Mandatory or Optional</b>	<b>Duration</b>	<b>Format</b>	<b>Available From</b>	<b>Charge for Copy</b>
Minutes Council & Committees	Mandatory	2 years	On file	General Office	10p/page
Annual Report to Parish Meeting	Mandatory	last year only	On file	General Office	10p/page
Members' names, addresses &/or tel. no.s	Mandatory	Latest	On website	General Office	10p/page
Members' Declarations of acceptance of office	Mandatory	Latest	On file	General Office	10p/page
Members' Register of Interests	Mandatory	Latest	On file	General Office	No copies
Periodic Electoral Review } Boundary Review }	Mandatory	Latest	On file	General Office	10p/page
Staff – Job Descriptions – general Terms & Conditions of employment	Mandatory	Latest Latest	Report	General Office	10p/page
Responses to planning applications	Mandatory	2 years	Public file	General Office	10p/page

Adopted 18 May 2015

Review May 2016

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Notice of Audit	Mandatory	Timed to 'go with' Audit	Notice boards & Public file	General Office	10p/page
Annual Return & Audit Report	Mandatory	Last year only	Public file	Clerk/RFO	10p/page
Accounts all pertaining documents	Mandatory	Last year only	Public file	Clerk/RFO	No copies
Letter requesting Precept	Mandatory	Last year only	Public file	Clerk/RFO	No copies
Assets Register	Mandatory	Last year only	Public file	General Office	No copies
Standing Orders & Financial Regulations	Mandatory	Latest	Public file	General Office	10p/page
Schedule of Council and Committee Meetings	Mandatory	current year		Notice boards & On website	No copies

Ali Banham

December 2012

Adopted 18 May 2015

Review May 2016