

# CHARLTON PARISH COUNCIL

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## **FREEDOM OF INFORMATION ACT 2000 – PUBLICATION SCHEME**

In accordance with the provisions of the Freedom of Information Act 2000, Charlton Parish Council has adopted the Model Publication Scheme. Under this scheme, the following documents are available to the public.

### **1) COUNCIL INTERNAL PRACTICE AND PROCEDURE**

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

### **2) CODE OF CONDUCT**

Members Declaration of Acceptance of Office  
Members Register of Interests  
Register of Members Interests Book (available at NWDC)

### **3) PERIODIC ELECTORAL REVIEW**

This is information concerning changes to the electoral arrangements for parish, town and community councils (available from NWDC).

### **4) EMPLOYMENT PRACTICE AND PROCEDURE**

Terms & conditions of employment  
Job descriptions

### **5) PLANNING DOCUMENTS**

Responses to planning applications

### **6) AUDIT AND ACCOUNTS**

Annual return form – limited to the last financial year  
Annual Statutory report by auditor (internal and external) – limited to the last financial year  
Receipt/Payment books, Receipt books of all kinds, Bank Statements 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  
Assets register – this will include details of commons/village greens owned by the council including management schemes for commons as well as village halls, community centres and recreation grounds.  
Risk Assessments

These documents may be viewed by contacting the Clerk at the address below. If a copy is required a charge will be made to cover costs. Some of this information is available on the Parish Council website.

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