

**CHARVIL PARISH
COUNCIL PUBLICATION
SCHEME
2016**

NEXT REVIEW DUE MAY 2020

CHARVIL PARISH COUNCIL
FREEDOM OF INFORMATION ACT
PUBLICATION SCHEME

Under this Act, all Local Government Councils, including Parish Councils, are required, from 31 December 2008, to publish certain information. The information published by Charvil Parish Council consists of the following documents:-

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| Class 1 | Minutes of Council and Committee Meetings for the last 2 years* |
| Minutes of the Annual Parish Meeting | Council Standing Orders & Council Finance Regulations* |
| | Policies and Procedures* |
| | Terms of Reference* |
| Class 2 | <u>Code of Conduct</u> |
| | Code of Conduct Document |
| | Members' Declarations of Acceptance of Office |
| | Members' Interest Forms* |
| Class 3 | <u>Employees</u> |
| | Employee's Terms and Conditions of Employment |
| | Employee's Job Description |
| Class 4 | <u>Planning Documents</u> |
| | Council's responses to Planning Applications |
| Class 5 | <u>Audit and Accounts</u> |
| | Annual Return Form for the last year* |
| | Annual Statutory Report by auditor for last year * |
| | Receipt/Payment Books, Bank Statements, all for last year only |
| | Precept Request for last year |
| | VAT Records for last year |
| | Financial Regulations included with Standing Orders* |
| | Assets Register |
| | Risk Assessments |

All asterisked items are available on the Charvil Parish Council website

If anyone wishes to exercise their legal right to have a copy of any of the above items, copies are available from the Clerk, who may be contacted on 01189017719. Or e-mail to: clerk@charvil.com. Copies of all the current and previous year documents are available on request, with payment requested to cover the cost of postage and copying if necessary. Copies of some older items are also available but would have to be retrieved from our archive and will be charged for accordingly.

Chris Drew
Chairman

21st November 2016