

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

1. The Purpose of the Scheme is to be a means by which Councils can make information available routinely.
2. Information which **must** be made available is referred to as “**Core Classes**”.
3. What is **excluded** is general correspondence received or sent and all information relating to private individuals – protected by the Data Protection Act 1998.
4. Information is available, on request from the Clerk by prior appointment.
5. Reasonable charges may be raised for copies of documents provided and Clerk’s time involved.
6. **CORE CLASSES OF INFORMATION ARE:**
  1. **COUNCIL INTERNAL PRACTICE & PROCEDURE: i.e.**  
**Minutes (last 2 years), Standing Orders, Annual Report to Parish Meeting.**
  2. **CODE OF CONDUCT: i.e.**  
**Declaration of Acceptance of Office, Register of Interests (which are held by SKDC Monitoring Officer) , Register of Interests Book.**
  3. **PERIODIC ELECTORAL REVIEW i.e.**  
**Information on changes to electoral arrangements, such as new wards, alterations to number of Councillors etc., information relating to the last Periodic Electoral Review & relating to the latest boundary review.**
  4. **EMPLOYMENT PRACTICE & PROCEDURE: i.e.**  
**Terms & Conditions of Employment, Job Descriptions.**
  5. **PLANNING: i.e.**  
**Responses to Planning Applications.**
  6. **AUDIT & ACCOUNTS: i.e.**  
**Annual Return & Annual Statutory Report by Auditor (last financial year); Receipt/payment books, receipt books of all kinds. Bank Statements (last financial year) Precept Request (last financial year), VAT records (last financial year) Assets Register – including details of commons/village greens owned by the council, including management schemes as well as village halls, community centres and recreation grounds. Risk Assessments.**

