

PLAISTOW AND IFOLD PARISH COUNCIL PUBLICATION SCHEME - FREEDOM OF INFORMATION ACT 2000

WHAT IS PUBLISHED UNDER THE SCHEME?

A. COUNCIL INTERNAL PRACTICE AND PROCEDURE

- (a) Minutes of the Parish Council and Committees – limited to last two years
- (b) Procedural Standing Orders
- (c) Council's Annual Report to Parish Meeting
- (d) Agendas and supporting papers for Council and Committee meetings – limited in each case to the forthcoming/immediate meeting.

B. CODE OF CONDUCT

- (a) Members' Declarations of Acceptance of Office
- (b) Members' Registers of Interests
- (c) Register of Members' Interests Book

C. EMPLOYMENT PRACTICE AND PROCEDURE

Note – Personal records i.e. appraisals, employee salary details, disciplinary and sickness records etc. are excluded under the Data Protection Act 1998

- (a) Terms and Conditions of Employment and Job Description
- (b) Policies relating to employment issues

D. PLANNING DOCUMENTS

Note - Copies of planning consultations, the Development Plan, Structure Plan, Local Plan and Rights of Way/ Footpaths Maps are all available from the local planning and/or highway authorities and are excluded

- (a) Responses to planning applications
- (b) Plans developed by the Parish Council

E. AUDIT AND ACCOUNTS – limited to the last financial year

Note - Excluded is all commercially sensitive information e.g. quotations and tenders (so as to ensure fairness), loan documentation and insurance policies.

- (a) Statutory Annual Return form
- (b) Reports by external and internal auditors
- (c) Receipts and payment books bank statements and VAT records
- (d) Precept request.
- (e) Financial Standing Orders and Regulations
- (f) Assets Register
- (g) Risk Assessments including Safety Inspection Records for Play Areas

F. PERIODIC ELECTORAL REVIEW - Please contact the Electoral Registration Officer, Chichester District Council, East Pallant House, East Pallant, Chichester, West Sussex, PO19 1TY (01243 785166).

HOW DO I SEE THE DOCUMENTS AVAILABLE FOR PUBLICATION?

By contacting the Parish Council, [click here](#)