

FREEDOM OF INFORMATION ACT 2000 – PUBLICATIONS SCHEMES

Declaration Form

BRILL PARISH COUNCIL has adopted the model scheme titles **MODEL PUBLICATION SCHEME FOR LOCAL COUNCILS (CORE CLASSES ONLY)** produced in accordance with section 20 of the Freedom of Information Act 2000 and will publish information in accordance with that scheme. This Scheme has been accepted by the Information Commissioner and will remain in force from 28 February 2003 to 28 February 2007.

Under the Scheme, the Council **must** make available to members of the public the following classes of information. If you wish to see any of this information, please contact the Clerk to Brill Parish Council, Lesley Shaw, either during office hours or by prior arrangement at other times. The Council's office is in Brill Memorial Hall (Old Library Room) at the times stated. The Council's mailing address is 5 High Street, Brill, Aylesbury, Bucks HP18 9ST.

If you would like copies of any of this information, then you will be charged at the current price for photocopying, and for the Clerk's time, if more than one hour is spent on the request, at the rate of £10 per hour.

CORE CLASSES OF INFORMATION

1. COUNCIL INTERNAL PRACTICE AND PROCEDURE

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

2. CODE OF CONDUCT

Members Declaration of Acceptance of Office
Members Register of Interests
Register of Members Interests Book

3. PERIODIC ELECTORAL REVIEW

Information relating to the last Periodic Electoral Review of the council area
Information relating to the latest boundary review of the council area

4. EMPLOYMENT PRACTICE AND PROCEDURE

Terms and 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, village halls and recreation grounds

Risk assessments