

MILTON ABBAS PARISH COUNCIL

Freedom of Information Act – Publication Scheme

At its November meeting, the Parish Council adopted the Model Publication Scheme for Parish Councils. A copy of the Scheme is available from the Clerk, telephone 01258 881348. The documents referred to in the Scheme are held by the Clerk and can be inspected at a mutually convenient date, time and place. Copies of the documents can be provided at a cost of 10 pence per A4 sheet, plus postage, payable in advance.

1 Council Practice and Procedure

The Minutes of Council meetings (limited to the last two years) are published on the Village news website (www.villagenews.org.uk), after approval by the Council at a subsequent meeting, and also in hard copy in the Surgery, the Shop, and the Reading Rooms.

Procedural Standing Orders are available at PC meetings (on application) and by prior arrangement with the Clerk.

Agendas of meetings are posted on the four Notice boards in the village (at the Surgery, Blandford Road at the top of the Street, outside the Shop, and outside the Church) at the beginning of the week preceding the Meeting, and will also be available on the website.

2 Code of Conduct

Members' Declaration of Acceptance of Office, and Members' Register of Interests are available at PC meetings (on application), and by prior arrangement with the Clerk.

3 Periodic Electoral Review

This information concerning any changes to the electoral arrangements for Parish councils and any boundary changes will be available by prior arrangement with the Clerk.

4 Employment practice and procedure

Terms and conditions of employment and job descriptions, by prior arrangement.

5 Planning Documents

Responses to planning documents are outlined in the Minutes of the appropriate meeting.

6 Audit and Accounts

Annual return forms and the Annual statutory report by the auditor – limited to the last financial year – will be displayed on the Notice boards at the appropriate time, and will be available later on application to the Clerk.

The following documents will also be available for inspection by prior application to the Clerk: - Receipt/Payment books, Bank Statements for all accounts, Precept request, VAT records, Assets register, (all relating to the last financial year); Financial standing orders are available at PC meetings (on application) and by arrangement with the Clerk.

Signed

Parish Clerk