

WENDRON PARISH COUNCIL

Clerk: C.F.P.Chapman, Chy Lean, St Keverne Road, Mawgan, Helston, Cornwall TR12 6AY
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FREEDOM OF INFORMATION ACT 2000

GUIDE TO INFORMATION AVAILABLE

Wendron Parish Council adopted the revised *Model Publication Scheme for Local Councils* on Thursday November 17, 2008. The requirement to adopt a Publication Scheme has been placed on a wide range of public authorities including local councils by the Freedom of Information Act 2000. This Act is intended to encourage organisations to publish more information to ensure that decision making is more open and accountable.

Wendron Parish Council fully supports these aims. The Council encourages all residents to come to the Parish Council meetings which are usually held on the third Monday of each month (the agenda which names the venue is always published on the notice-boards).

In accordance with the Act, the Parish Council wishes to inform members of the public that copies of the following items are available on request to the Clerk of the Council (contact details above):

- Minutes of Council meetings (*limited to last 2 years. These are also published a month in arrears on the Parish Council's notice-boards*)
- Summaries for meetings from which the public is excluded
- Procedural Standing Orders
- Councils Annual Report to Parish Meeting
- Register of Members
- Members' Declarations of Acceptance of Office
- Members' Register of Interests
- Register of Members Interests Book
- Terms and conditions of employment (*excludes specific salary details, personal records etc*)
- Responses to planning applications
- Annual Audit Return Form
- Annual Statutory report by auditor (*limited to last financial year*)
- Receipt/Payment books, Bank statements (*limited to last financial year*)
- Precept Payment request (*limited to last financial year*)
- VAT records (*limited to last financial year*)
- Financial Regulations
- Assets Register

A small administration charge (payable in advance) will be made to cover postage and photocopying. Alternatively a request can be made to the Clerk for the original documents to be brought to a Parish Council meeting for inspection, for which no charge will be made (please give *seven* working days notice).

In addition, the Parish Council will continue to try to assist with all enquiries for information, subject to the restrictions of the Data Protection Act.