

# Freedom of Information Act 2000

## Datchet Parish Council Provisions

Datchet Parish Council has the following information available to parishioners and the general public. Please phone or call into the office during our normal opening hours to make an appointment to view any of the following:-

1. **COUNCIL INTERNAL PRACTICE AND PROCEDURE**
  - a) Minutes of Council Meetings – limited to the last 5 years.
  - b) Procedural Standing Orders
  - c) Council's Annual Report to Parish Meeting.
  - d) Agenda's and supporting papers for Council Meetings
2. **CODE OF CONDUCT**
  - a) Members Declaration of Acceptance of Office
  - b) Members Register of Interests
  - c) Register of Members Interest Book
3. **PERIODIC ELECTORAL REVIEW**
  - a) This is information concerning changes of the electoral arrangements for parish, town and community councils. It includes recommendations for the creation of new wards, the amendment of existing wards, proposals for the names of new wards and alterations to the number of Councillors to be elected to the Council.
4. **EMPLOYMENT PRACTICE AND PROCEDURE**
  - a) Terms and Conditions of Employment
  - b) Job Descriptions
5. **PLANNING DOCUMENTS**
  - a) Responses to Planning Applications
  - b) Online facility to view planning applications lodged with the Borough Council.
6. **AUDIT AND ACCOUNTS**
  - a) Annual Return Form – limited to the last financial year
  - b) Annual Statutory report by Auditor (internal and external) – limited to the last financial year
  - c) Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year
  - d) Precept Request- limited to the last financial year
  - e) VAT Records – limited to the last financial year
  - f) Financial Standing Orders and Regulations
  - g) Assets Register
  - h) Risk Assessments