

Glaphorn Parish Council

FREEDOM OF INFORMATION ACT 2000

Reviewed at the Glaphorn Parish Council meeting held on 19th January 2017.

The following information, inter alia, is available from the Clerk, by prior appointment, charges being limited to the cost of photocopying at current rates. Please see footnote for Clerk's contact details.

1. Council Internal Practice and Procedure

- a. Minutes of Council Meetings – limited to the last 2 years
- b. Procedural Standing Orders
- c. Agenda and supporting papers for Council meetings limited to the next forthcoming meeting

2. Code of Conduct

- a. Members' Declaration of Acceptance of Office
- b. Chairman's Declaration of Acceptance of Office as Chairman
- c. Register of Members' Interests declared by members when becoming a parish councillor
- d. Register of Members' Interests declared at Parish Council meetings.

3. Periodic Electoral Review

- a. Changes to the electoral arrangements for parish councils, recommendations for creation of new wards, amendments of existing wards, proposals for the re-naming of wards and alteration to the number of councillors to be elected to the Council.
- b. Information relating to the last Periodic Electoral Review of the council area
- c. Information relating to the last boundary review of the council area
- d. Casual Vacancies
- e. Electoral Roll

4. Employment Practice and Procedure

- a. Terms and conditions of employment
- b. Job descriptions

5. Planning Documents

- a. Responses to planning applications
- b. Village Framework (available from East Northamptonshire Council)
- c. Important Open Land (available from East Northamptonshire Council)

- d. Registered Common Land and Open Country (available from East Northamptonshire Council)
- e. Residential Land Availability (available from East Northamptonshire Council)
- f. Public Rights of Way – Definitive Map and Statement (available from East Northamptonshire Council)
- g. Sundry Maps
- h. Trees – Preservation Orders (available from East Northamptonshire Council)
- i. Listed Buildings (available from East Northamptonshire 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. Receipts and Payments books, Receipts book, Bank Statements, Account Transfer book – 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
- i. Glapthorn Village Drainage Improvement Scheme 2006 – all related documents

7. Development and Implementation of Policy

- a. Policy Statements issued by Council
- b. Responses made by Council to consultation papers
- c. Analysis of responses received to public consultation by Council
- d. Village Appraisal if and when made

Glapthorn Parish Council - Freedom of Information Act 2000

Records can be viewed by prior arrangement with the Clerk to Parish Council:

Email: parish.clerk@glapthorn.org.uk