



PULHAM MARKET PARISH COUNCIL

Mrs L. Shulver, 59D High Road, Wortwell, Harleston, Norfolk, IP20 0HA, Telephone 01986 788048

Pulham Market Parish Council

Freedom of Information Policy

1. Freedom Of Information Policy

Overview

In accordance with the provisions of the Freedom of Information Act 2000, this Parish Council undertakes that the following classes of information will be routinely published, without waiting for someone to specifically request it.

The information contained in each class will be available in a variety of formats, namely on Parish noticeboards, in hard copy on request from the clerk of the council, by inspection from the Clerk in suitable premises by prior appointment or, on the Parish website, some of the information may be available thereon.

The Council retain the right to raise reasonable charges for the provision of copies of the documents/information listed in each class.

The Core Classes of Information adopted are as follows:

- 1: **COUNCIL INTERNAL PRACTICE AND PROCEDURE**
Minutes of council meetings – limited to the last 2 years.
Standing Orders
Councils Annual Report to Parish Meeting
Agenda for council meetings
- 2: **CODE OF CONDUCT**
Members Declaration of Acceptance of Office
Members Register of Interests
- 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



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- 5: **PLANNING DOCUMENTS**
Responses to planning applications

- 6: **AUDIT AND ACCOUNTS (*Limited to the last financial year*)**
Annual return form
Annual Statutory report by auditors
Receipt/Payment documents and Bank Statements (all accounts)
Precept Request
VAT Records
Assets register
Risk Assessments
Financial Standing Orders and Regulations
Fees and charges applied by the Council