

Freedom of Information

COMPLIANCE WITH THE FREEDOM OF INFORMATION ACT 2000

In accordance with the Freedom of Information Act 2000, the Parish Council has adopted a publication scheme which sets out the types of information which the Council publishes and which are available for public inspection.

In addition to the Publication Scheme, the following documents may be viewed at the Parish Council's offices at Lower Barn Farm, Roundbush Road, Purleigh Nr Mundon, Maldon, Essex, CM9 6NN by prior arrangement with the Clerk, Jane Potter (Telephone 01621 828270 E-Mail: clerk@purleigh.com or jane.m.potter@btinternet.com):

- **COUNCIL INTERNAL PRACTICE AND PROCEDURE**

Minutes of Parish Council meetings – limited to the last two years

Council's Annual Report to the Annual Parish Meeting

- **CODE OF CONDUCT**

Members' Declarations of Acceptance of Office

Members' Register of Interests

- **EMPLOYMENT PRACTICE AND PROCEDURE**

Terms and conditions of employment (contract)

Job Description

1. **PLANNING DOCUMENTS**

Responses to planning applications

1. **AUDIT AND ACCOUNTS**

Annual Return form – limited to last financial year

Annual Statutory Report by auditor (internal and external) – limited to last financial year

Receipt/Payment books, Receipt books of all kinds; Bank Statements from all accounts – limited to last financial year

Financial Regulations

Precept request – limited to last financial year

VAT records – limited to last financial year

Asset Register

Risk Assessment

Copies of some documents may be purchased from the Council at a small fee.