

FREEDOM OF INFORMATION ACT

CORE CLASSES OF INFORMATION

1. **COUNCIL INTERNAL PRACTICE AND PROCEDURE**
 - Minutes of council, committee and sub-committee meetings – limited to the last 2 years
 - Procedural Standing Orders
 - Councils Annual Report to Parish Meeting
 - Agenda for forthcoming/immediate meeting
2. **CODE OF CONDUCT**
 - Members Declaration of Acceptance of Office
 - Members Register of Interests
3. **PERIODIC ELECTORAL REVIEW**
 - Information relating to the last review of Warfield
4. **EMPLOYMENT PRACTICE AND PROCEDURE**
 - Terms & conditions of employment
 - Job description
5. **PLANNING DOCUMENTS**
 - Responses to planning applications – limited to last 5 years
 - Parish Plan
6. **AUDIT AND ACCOUNTS**
 - Annual return form – limited to last financial year
 - Annual Statutory report by internal & external auditor - limited to last financial year
 - Receipt/Payment books, bank statements - limited to last financial year
 - Precept request - limited to last financial year
 - VAT records - limited to last financial year
 - Financial Standing Orders and Regulations
 - Assets Register
 - Risk Assessments
7. **Safety Inspection Records**
 - Memorial Ground only