



## **FREEDOM OF INFORMATION POLICY**

To satisfy the requirements of Information Commissioner arising from the Freedom of Information Act 2000 Charlton Parish Council has formally adopted a Model Publication Scheme in accordance with the advice of the National Association of Local Councils.

The purpose of the Freedom of Information Act 2000 is to ensure that information published directly by public bodies such as Charlton Parish Council is made readily available to the public, either free of charge or on payment.

The information maintained by Charlton Parish Council comprises of both mandatory documents and optional documents.

Information is available for inspection by appointment with the Parish Clerk telephone 07534 336756, or email [clerk@charltonvillage.org.uk](mailto:clerk@charltonvillage.org.uk)

The Parish Council only employs one member of staff, therefore prior notification of an information request will be of assistance in arranging for the officer to be available to provide assistance and ensure that lengthy documents and copies can be made available. Photocopies of such documents are available on payment of the appropriate fee, plus postage if applicable.

The agenda and public minutes are available on the Parish Council's website as far as practicable. Papers relating to employment issues (personal records' i.e. appraisals, employee specific salary details, disciplinary records, sickness records and the like by virtue of being personal data in accordance with the Data Protection Act 2018), issues of a confidential commercial nature and other items presented under the confidential/exempt part of an Agenda are excluded.

## CORE CLASSES OF INFORMATION

Information	Format in which it is available	Charge for Supply Yes/No
Agendas and Minutes	Website	Foc
	Hard Copy	10pence per sheet
Precept Request	Website	Foc
	Hard Copy	10pence per sheet
Assets Register	Website	Foc
	Hard Copy	10pence per sheet
Standing Orders	Website	Foc
	Hard Copy	10pence per sheet
Financial Regulations	Website	Foc
	Hard Copy	10pence per sheet
Members register of Interests	Website	Foc
	Hard Copy	10pence per sheet
Public Participation Protocol	Website	Foc
	Hard Copy	10pence per sheet

Recruitment Policy	Website	Foc
	Hard Copy	10pence per sheet
Employers Liability Certificate	Website	Foc
	Hard Copy	10pence per sheet
Grant Award Policy and Application Form	Website	Foc
	Hard Copy	10pence per sheet
Risk Management Policy	Website	Foc
	Hard Copy	10pence per sheet
Data Protection Policy	Website	Foc
	Hard Copy	10pence per sheet
Annual Account Statement	Website	Foc
	Hard Copy	10pence per sheet
Annual Audit Return	Website	Foc
	Hard Copy	10pence per sheet

**Record of Adoption, Review and Amendment made to the  
Charlton Parish Council's 'Freedom of Information Policy'**

Date	Details of adoption, review or amendment
20/02/2018	Adopted at Full Council under item 12.2
May 2019	Review date
March 2024	Reviewed

Adopted March 2024 Review 2027