

CHADDLEWORTH PARISH COUNCIL

Clerk to Chaddleworth PC Mrs Kim Lloyd
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Freedom of Information Act Policy agreed by Chaddleworth Parish Council at their meeting 1 May 2018

The following is the approved scheme of publication

- A: Available for Inspection by Appointment. Copies may be made at 50p first sheet and 5p per sheet thereafter. Postal requests re to be made giving 20 days' notice at £1 per sheet and 10 thereafter with payment made before postal delivery.
- B: Publish in Newsletter
- C: Displayed on Noticed Board
- D: Berkshire Records Office
- E: West Berkshire Website

Document	Method of Publication
Minutes from Feb 2001	A
Minutes previous to this	E
Minutes from most recent meeting	A & C
Annual Parish Meeting Notes	A:
Standing Orders	A
Members Declaration of Office	A
Members Registers of Interest	A
Clerks Job Description	A
Responses to Planning Applications	A & E
Annual Return Form	A
Annual Report by Auditors	A
Receipts payment books receipt books, of all kinds Banks statements of all accounts Limited to last financial year. VAT records limited to last financial year.	A
Assets Register	A
Risk Assessment	A

If you require an appointment to view / collect material under scheme A please contact our Parish Clerk.

Signed PC (Chairman)...Grahame Murphy.....