



Great Shefford Parish Council

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Freedom of Information Act Policy agreed by GSPC t their meeting on 3 May 2018

The following is the approve 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: Published on the Website
- D: Displayed on Noticed Board
- E: Berkshire Records Office
- F: West Berkshire Website

Document	Method of Publication
Minutes from Sept 2006	C
Minutes previous to this	A or E
Minutes from most recent meeting	A, C and D
Annual Parish Meeting Notes	A:
Standing Orders	A
Sub Committees Terms of Reference	A
Members Declaration of Office	A
Members Registers of Interest	A or F
Job Description	A
Responses to Planning Applications	West Berkshire Website or Minutes
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 and appointment to view / collect material under scheme A please contact our Parish Clerk

Chairman.....Steve Ackrill..... date: 3 May 2018.