



# Langton Matravers Parish Council

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## Publication Scheme

### (Freedom of Information Act 2000)

The following information is available to members of the Public upon demand to the Clerk, Langton Matravers Parish Council, the Parish Office, 1a High Street, Langton Matravers, BH19 3EU. If photocopies of documents are required a charge of 50p per A4 sheet will be made.

### A. Core Classes of Information

#### 1. Council Internal Practice and Procedure

- (a) Minutes of all Council Meetings and Meetings of the Council's Planning Committee held during the past two years.
- (b) Standing Orders of the Council and of the Council's Planning Committee.
- (c) Reports from the Parish Council to Parish Meetings.
- (d) Agenda and Clerk's Report for forthcoming Council Meeting and Agenda of forthcoming Meeting of the Council's Planning Committee.

#### 2. Code of Conduct

- (a) Members' Register of Interests.

#### 6. Audit and Accounts

- (a) Copy of the Annual Return Form for the previous financial year.
- (b) Annual Statutory Report by the External Auditor on the Accounts of the previous financial year.

- (c) Annual Report of the Internal Auditor for the previous financial year.
- (h) Finance Regulations.
- (i) Assets Register.
- (j) Risk Assessment.
- (k) Table of Fees and Regulations concerning the Council's Cemetery.

## B. Optional Classes of Information

### 1. Development and Implementation of Policy

- (a) Policy Statements issued by the Council.

This scheme was formally approved by the Council at its meeting on 12<sup>th</sup> May 2016.

Reviewed without change 11<sup>th</sup> May 2017