

**SHENLEY BROOK END & TATTENHOE  
PARISH COUNCIL**

6 Wimborne Crescent  
Westcroft District Centre  
Milton Keynes  
MK4 4DE



## Freedom of Information

In compliance with the Freedom of Information Act 2000, the Parish Council makes available to public scrutiny the following documents:

### **Council Internal Practice & Procedures**

Minutes of council, committee and sub-committee meetings  
Procedural Standing Orders and other regulatory documents  
Annual report to the Parish Meeting  
Agendas for immediately forthcoming meetings

### **Code of Conduct**

Members Declarations of Acceptance of Office  
Register of Members Declarations of Interest

### **Periodic Electoral Review**

Information relating to the last Periodic Electoral Review of the Council area  
Information relating to the latest boundary review of the council area

### **Employment Practice & Procedure**

Terms & Conditions of Employment  
Job descriptions

### **Planning and Related Documents**

Responses to planning applications and to statutory/public consultations

### **Audit & Accounts**

Annual Return Form and Report by external and internal auditors  
Receipt/payment books and bank statements for all accounts  
Precept request  
VAT records  
Asset Register

These documents may be inspected at the parish office, and copies may be taken without charge, at any reasonable time within office hours, by appointment with the clerk at the address above. We will also be happy to provide copies by post, free of charge for reasonable volumes, although a charge may be made for large quantities. Where possible, or appropriate, information will also be carried on our notice boards, in our newsletter and on our website at: [www.shenleybrookend-pc.gov.uk](http://www.shenleybrookend-pc.gov.uk).

C J Gallacher  
Clerk to the Council  
16 April 2008