

**Christchurch
Parish
Council**

**Publication
Policy**

CHRISTCHURCH PARISH COUNCIL PUBLICATION POLICY

The Parish Council will make documents available in the following way.

Meeting Agendas

The agenda for the next meeting will be posted on the village notice board, and Parish Council Website, at least 3 working days prior to the monthly council meeting.

Agendas for working parties may not be produced.

The Clerk to the Council will hold copies of agendas for a period of one year. Copies may be requested from the Clerk in writing.

Meeting Minutes

Minutes of the previous meeting will be posted on the village notice board following their agreement at the Council meeting. Draft minutes of each meeting will be published on the Parish Council website as soon as possible following each meeting.

Historic minutes can be requested in writing from the Clerk to the Council.

Notes made by the Clerk at council meetings to aid the production of minutes are destroyed once the Council agrees the minutes.

Parish Council Accounts

In accordance with the Council's Standing Orders payments to be made by the Council will be included on the meeting agendas.

The accounts can be inspected, in accordance with the Annual Audit regulations, during the period of time designated in the notice put on the village notice board following the end of year accounting at a mutually convenient time by contacting the Parish Clerk.

General Records/charges for copies of records including agendas and meeting minutes referred to above

Copies of Parish Council records can be requested in line with the Freedom of Information Act however provision of these copies may incur a charge at a rate up to 10p per A4 page. This is to reimburse the Council for photocopying charges.

Cllr. P. Owen, Chairman, Christchurch Parish Council

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