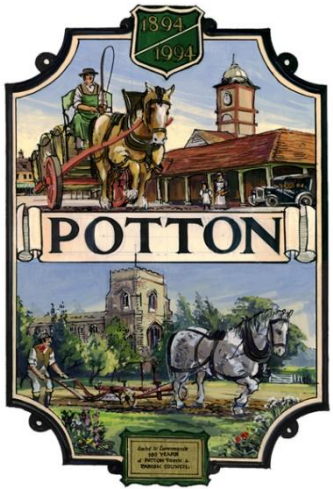

Potton Town Council

Freedom of Information Act 2000

Date Adopted:
Reviewed: 5th May 2026
Next Review Date: May 2027

In accordance with the provisions of the Freedom of Information Act 2000, Potton Town Council will make available the following information in hard copy on request from the Clerk of the Council or by inspection by prior appointment.

Reasonable charges may be raised for the provision of copies of the documents/ information listed in each of the classes.

1. COUNCIL INTERNAL PRACTICE AND PROCEDURE:

Minutes of Council, Committee and Sub-Committee meetings – limited to the last two years.
Procedural Standing Orders
Councils Annual Report to Town Meeting.

2. CODE OF CONDUCT:

Members Declaration of Acceptance of Office
Members Register of Interests

3. EMPLOYMENT PRACTICE AND PROCEDURE:

Terms and conditions of employment
Job description

4. PLANNING DOCUMENTS:

Responses to planning applications – all other information is available from Central Bedfordshire Council.

5. AUDIT AND ACCOUNTS:

Annual return form – limited to the last financial year.
Annual Statutory report by auditor (internal and external) – limited to the last financial year.
Receipt/Payment books, Receipt books of all kinds, Bank Statements from all accounts – limited to the last financial year.
Precept request – limited to the last financial year
VAT records – limited to the last financial year.
Financial Standing Orders and Regulations.
Assets register – including details of recreation grounds.
Risk Assessments

6. ALLOTMENTS:

Plans
Standard tenancy Agreements
Excluding individual tenancy agreements and rent payment records under both privacy and data protection laws.

7. BURIAL GROUNDS:

Plans
General policies
Excluding all documentation relating to individual applications and registrations under both privacy and data protection laws.

All information is available from:
The Town Clerk
Potton Town Council
The Community Centre
Brook End
Potton
Bedfordshire
SG19 2QS

Telephone: 01767 260086
Email: enquiries@pottontowncouncil.gov.uk