

## Freedom of Information Model Publication Scheme

Information available from Caynham Parish Council under the Freedom of Information Act

Most of the information provided is available on the Councils website but if required please contact the Clerk of the Council if your request cannot be seen or if you require a hard copy for which there may be a charge.

Information to be Published	How the Information can be obtained	Cost
<b>Class 1 Who we are and what we do</b>		
Who's who on the Council and Contact Details	Website	Free
Members	Website	Free
Parish Clerk	Website	Free
Location of main Council Office and accessibility details	Website	Free
Staffing Structure	Website	Free
(If hard copies are required the cost will be 10p per sheet plus postage)		
<b>Class 2 - What we spend and how we spend it</b>		
(Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Website	Free
Annual return form and report by auditor	Website	Free
Finalised Budget and Precept	Website	Free
Financial Regulations	Website	Free
Grants Given and Received	Website	Free
Payments over £100	Website	Free
List of current contracts awarded and tenders for all contracts over £5,000	Website	Free
Members Allowances and expenses	n/a	
(If hard copies are required the cost will be 10p per sheet plus postage)		
<b>Class 3 - What our priorities are and how we are doing</b>		
(Strategies and plans, performance indicators, audits, inspection and reviews)		
Parish Plan 2003	Website	Free
(If hard copies are required the cost will be 10p per sheet plus postage)		
<b>Class 4 - How we make decisions</b>		
Timetable of meetings	Website	Free
Agenda of meetings	Website	Free
Minutes of minutes - this will exclude information that is properly regarded as private to the meeting.	Website	Free
Reports presented to Council meetings - this will exclude information that is properly regarded as private to the meeting	Website	Free

Responses to consultation papers Website Free responses to planning applications Website Free  
(If hard copies are required the cost will be 10p pers sheet plus postage)

#### **Class 5 - Our polocies and procedures**

(current written protocols, polocies and procedures for delivering our services and responsibilities)

Polocies and Precedures for conduct of buisness

Procedural standing orders

Financial Regulations

Committee and sub Committee terms of referenec (currently none)

Code of Conduct

Policy statements

Press and Media Policy

Risk Accessment

(If hard copies are required the cost will be 10p pers sheet plus postage)

Website Free

Website Free

Website Free

Website Free

Website Free

Website Free

Website Free

Website Free

Website Free

#### **Class 6 - List and Registers**

(Currently maintained lists and registers only)

Asset Register, including details of all land holdings

Register of members Interests

Register of gifts and hospitality (currently none)

(If hard copies are required the cost will be 10p pers sheet plus postage)

Website Free

Website Free

#### **Class 7 - The Services We Offer**

Street lights

Notice boards

See assets Register Free

Website Free

Website Free

#### **Contact Details**

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Supply of information not listed in the publication scheme cahрге will be free 1st hour the £10 per hour for responding to requests

The 10p chare for hard copies per sheet is made up of .5p paper and 9.5p other administartion costs