



## Freedom of Information Act 2000

### Information available from Carlton Colville Town Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b></p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Website</p>	<p>Free</p>
<p>List of Council members and their</p>	<p>Website</p>	<p>Free</p>

responsibilities as well a list of Council Committees		
Details of any representation on local public bodies		
Postal and email address	Website	Free
Contact details for Parish Clerk and Council members		
Where possible, provide named contacts including contact phone numbers and email addresses		
Location of main Council office and accessibility details	Website	Free
Staffing structure	Website	Free
<b>Class 2 – What we spend and how we spend it</b>  (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy or website)  Website Accounts available hard copy	Free 10p per sheet + 2 <sup>nd</sup> class postage
Statement of accounts and internal audit report in the format included in the Annual Return form	Website or hard copy	Free 10p per sheet + 2 <sup>nd</sup> class postage
Finalised budget	Website	Free
Precept	Website	Free
Borrowing Approval letter	Not applicable	Not applicable
All items of expenditure above £500	Website	Free
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Town council Clerk	10p per sheet + 2 <sup>nd</sup> class postage

List of current contracts awarded and value of contract	Town Council Clerk	10p per sheet + 2 <sup>nd</sup> class postage
Members' allowances and expenses	Town Council Clerk	10p per sheet + 2 <sup>nd</sup> class postage
<p><b>Class 3 – What our priorities are and how we are doing</b></p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p> <p>Current and previous year as a minimum</p>	<p>(hard copy or website)</p> <p>Town Council Clerk</p>	10p per sheet + 2 <sup>nd</sup> class postage
Annual governance statement in format included in the Annual Return form	Website	Free
Parish Plan	Town Council Clerk	10p per sheet + 2 <sup>nd</sup> class postage
Annual Report to Parish or Community Meeting	Town Council Clerk	10p per sheet + 2 <sup>nd</sup> class postage
Quality status	Not Applicable	Not Applicable
Local charters drawn up in accordance with DLUHC's guidelines	Not Applicabel	
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website	Free
<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p>	<p>(hard copy or website)</p> <p>Website</p>	Free

Current and previous council year as a minimum		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas of meetings (as above)	Website	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Town Council Clerk	10p per sheet + 2 <sup>nd</sup> class postage
Responses to consultation papers	Town Council Clerk	10p per sheet + 2 <sup>nd</sup> class postage
Responses to planning applications	Town Council Clerk	10p per sheet + 2 <sup>nd</sup> class postage
Bye-laws	Town Council Clerk	10p per sheet + 2 <sup>nd</sup> class postage
<b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	(hard copy or website)  Website	Free
Policies and procedures for the conduct of Council business:  <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website Website  Website  Website Website	Free Free  Free  Free Free
Policies and procedures for the provision		

<p>of services and about the employment of staff:</p> <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Website	Free
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	Website	Free
<p><b>Class 6 – Lists and Registers</b></p> <p>Currently maintained lists and registers only.</p>	(hard copy or website; some information may only be available by inspection)	
<p>Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice)</p>		
<p>Assets register, including details of public land and building assets</p>	Website	Free
<p>Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice</p>	Not Applicable	
<p>Register of members' interests</p>	Website	Free

Register of gifts and hospitality	Website	Free
<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Town Council Clerk	10p per sheet + 2 <sup>nd</sup> class postage
Burial grounds and closed churchyards	Not Applicable	
Community centres and village halls		
Parks, playing fields and recreational facilities	Town council Clerk	10p per sheet + 2 <sup>nd</sup> class postage
Seating, litter bins, clocks, memorials and lighting	Town Council Clerk	10p per sheet + 2 <sup>nd</sup> class postage
Bus shelters	Town Council Clerk	10p per sheet + 2 <sup>nd</sup> class postage
Markets	Not Applicable	
Public conveniences	Not Applicable	
Agency agreements	Not Applicable	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Not Applicable	
<b>Additional Information</b>  Information not itemised in the lists above		

## Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black &	Actual cost *

	white)	
	Photocopying @ 25p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)
<b>Other</b>		

\* the actual cost incurred

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