

## Devauden Community Council

### FOI publication and Documents Policy

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>CLASS 1 – WHO WE ARE AND WHAT WE DO</b>	Contact with Clerk and/or Councillors. Website & Community Noticeboards	
Who's who on the council Contact details for Clerk and Council members	Website Website/community noticeboards/ Fiveways Magazine	
Location of Clerk's Address (Council office) and accessibility details	Contact with Clerk	
<b>CLASS 2 – WHAT WE SPEND AND HOW WE SPEND IT</b>	Information from Clerk & Website	
Current and previous financial year		
Annual return form and report by auditor	Copy from Clerk & Website	
Finalised budget	Clerk Minutes of meeting & Website	
Precept	Website & Precept & Clerk & Minutes of meeting	
Financial Standing Orders and regulations	Clerk	
Grants /Donations given and received	Clerk & Minutes of meeting	
List of current contracts awarded and value of contract	Clerk	
<b>Class 3 – WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING</b>		
Annual Report	Clerk Website	
Timetable of meetings	Community Noticeboards & Website	

Minutes of meetings (Excludes information that is properly regarded as private to the meeting)	Community Noticeboards & Website	
Agendas for meetings	Community Noticeboards & Website	
Reports presented to council meetings (This will exclude information that is properly regarded as private to the meeting)	Copy from Clerk	
Responses to consultation papers	Copy from Clerk	
Responses to planning applications	Clerk or minute from meeting Website MCC Planning Portal	
<b>CLASS 5 – OUR POLICIES AND PROCEDURES (Current written protocols, policies and procedures for delivering our services and responsibilities)</b>	Available from Clerk & Website	
Policies and procedures for the conduct of Council business: Procedural Standing Orders Committee and sub-committee terms of reference Delegated authority in respect of others Code of conduct Policy statements etc.	Relevant documents on website	
Policies and procedures for the provision of services and about the employment of staff: As listed on website	Website	
<b>CLASS 6 – Lists and Registers Currently maintained lists and registers only</b>		
Any publicly available register or list.	Clerk	

Assets register	Clerk and Website	
Disclosure log (Indicating the information that has been provided to requests)	Clerk	
Register of Member's interests	Clerk and website	
<b>CLASS 7 – THE SERVICES WE OFFER</b>		
Allotments	Clerk	
Seating, litter bins, Phone boxes, Defibrillators, Noticeboards, memorials,	Clerk	
Bus shelters	Clerk	

**Contact Details:** Clerk to Devauden Community Council **Email:** [clerk@devaudencc.org](mailto:clerk@devaudencc.org) **Website:** [www.devaudencc.org](http://www.devaudencc.org) **Tel:** 07410272079