

Information available from Cadeby Parish Council

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only</p>	(hard copy and/or website) Website	
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members	Website with telephone numbers and email address	
Location of main Council office and accessibility details	Not applicable	
Staffing structure	Not applicable	
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum</p>	(hard copy and/or website) Hardcopy and Website	
Annual return form and report by auditor	Hardcopy and Website	
Finalised budget	Hardcopy via minutes	
Precept	Hardcopy via minutes	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	Website and hardcopy	
Grants given and received	Hardcopy	
List of current contracts awarded and value of contract	Not applicable	
Members' allowances and expenses	Hardcopy	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hardcopy Cadeby Parish Plan when completed	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	See annual PC minutes	
Quality status	Not applicable	
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	
Agendas of meetings (as above)	Hardcopy and website	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy and website	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hardcopy	
Responses to consultation papers	Hardcopy	
Responses to planning applications	Hardcopy	
Bye-laws	Not applicable	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or 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 officers Code of Conduct Policy statements	website Not applicable Website Website Website	
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Not applicable Hardcopy	
Information security policy	Website	
Records management policies (records retention, destruction and archive)	Hardcopy	
Data protection policies	Website	
Schedule of charges)for the publication of information)	Hardcopy	
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list	Not applicable	
Assets Register	website	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hardcopy	
Register of members' interests	Hardcopy and website	
Register of gifts and hospitality	Not applicable	
Class 7 – The services we offer	hard copy; website; inspection	

Allotments	Not applicable	
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	Not applicable	
Parks, playing fields and recreational facilities	Not applicable	
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	By inspection	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	
Additional Information		

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the public authority

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Updated May 2020; Reviewed May 2021; May 2022