

CAPEL PARISH COUNCIL

Information Guide (In Accordance with the Model Publication Scheme January 2009)

CLASSES OF INFORMATION

Class	Information Published	How the Information can be obtained
1.	WHO WE ARE AND WHAT WE DO	
	<ul style="list-style-type: none"> - Council and Committees Organisational Chart - Contact details for Parish Clerk and Councillors 	Hard copy from office / website Hard copy from office / website
2.	WHAT WE SPEND AND HOW WE SPEND IT	
	<ul style="list-style-type: none"> - Annual return form and report by auditor – limited to the last financial year - Finalised budget - Precept – limited to last financial year - Financial Standing Orders and Regulations - Grants given and received 	Hard copy from office Hard copy from office Hard copy from office Hard copy from office Hard copy from office
3.	WHAT OUR PRIORITIES ARE AND HOW WE ARE DOING	
	<ul style="list-style-type: none"> - Parish Plan - Annual Report to the Parish 	Hard copy from office Hard copy from office
4.	HOW WE MAKE DECISIONS	
	<ul style="list-style-type: none"> - Timetable of meetings - Agendas for Council, Committee and Sub-committee meetings – limited to the forth coming/immediate meeting. - Minutes of Council, Committee and Sub-committee meetings – limited to the last two years (This will exclude information that is properly regarded as private to the meeting) - Responses to planning applications - Bye-laws 	Hard copy from office / website Hard copy from office / meeting Hard copy from office / website / meeting Hard copy from office / website (planning minutes) / Parish News Hard copy from office / website
5.	OUR POLICIES AND PROCEDURES	
	<ul style="list-style-type: none"> - Procedural Standing Orders - Committee and Sub-committee Terms of Reference - Policies and procedures for handling requests for information - Protocol on Communications - Complaints procedure 	Hard copy from office Hard copy from office Hard copy from office Hard copy from office Hard copy from office
6.	LISTS AND REGISTERS (currently maintained lists and registers only)	
	<ul style="list-style-type: none"> - Asset Register - Register of Members Interests - Register of Gifts and Hospitality - Risk Assessments 	Hard copy from office Hard copy from office Hard copy from office Hard copy from office
7.	THE SERVICES WE OFFER	
	<ul style="list-style-type: none"> - Allotments 	Information from office

Publication Scheme Schedule of Charges		
Description	Cost	Note
Parish Plan	£2.00 per copy	Free to new residents of Capel

Information requested under the Freedom of Information Act 2000 (FOI) will be dealt with in accordance with that act and Capel Parish Council charges for these requests will apply. (FOI Schedule of charges is available from the Parish Office).