



CAMPBELL PARK PARISH COUNCIL

FREEDOM OF INFORMATION

(this form is also available on our website www.campbell-park.gov.uk)

Adopted by Council at the Annual Meeting of Council on
15th May 2018

Information available from Campbell Park Parish Council in accordance with the Freedom of Information Act under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	The Parish Magazine published quarterly and distributed to every house in the Parish.	Nil for single copies
This will be current information only	On the Parish's web-site www.campbell-park.gov.uk	Nil
Who's who on the Council and its Committees	-do-	-do-
Contact details for Clerk to Council and Council members (named contacts where possible with telephone number and email address (if used))	-do-	-do-
Location of main Council office and accessibility details	-do-	-do-
Staffing structure	-do-	
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)	The annual accounts published in the July magazine and on the web-site.	-do-
Current and previous financial year as a minimum		
Annual return form and report by auditor	By application to the Clerk to Council and on the web-site	-do-
Finalised budget	By application to the Clerk to Council	-do-
Precept	-do-	-do-
Borrowing Approval letter	Not applicable	-do-
Financial Standing Orders and Regulations	By application to the Clerk to Council	-do-
Grants given and received	-do-	-do-
List of current contracts awarded and value of contract	-do-	
Members' allowances and expenses	Published annually and by application to the Clerk to Council	-do-
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting	By application to the Clerk to	-do-

Information to be published	How the information can be obtained	Cost
(current and previous year as a minimum)	Council	
Local charters drawn up in accordance with DCLG guidelines		-do-
Class 4 – How we make decisions (Decision making processes and records of decisions)	By application to the Clerk to Council	-do-
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	By application to the Clerk to Council On the web-site On Parish notice boards	-do-
Agendas of meetings (as above)	-do-	-do-
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	-do-	-do-
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	-do-	-do-
Responses to consultation papers	-do-	-do-
Responses to planning applications	-do-	-do-
Bye-laws	None issued.	
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	By application to the Clerk to Council	-do-
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	-do-	-do-
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)	-do-	-do-
Information security policy	-do-	-do-

Information to be published	How the information can be obtained	Cost
Records management policies (records retention, destruction and archive)	-do-	-do-
Data protection policies	-do-	-do-
Schedule of charges)for the publication of information)	By application to the Clerk to Council	-do-
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	By application to the Clerk to Council	-do-
Assets Register	-do-	-do-
Register of members' interests	-do-	-do-
Register of gifts and hospitality	-do-	-do-
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	By application to the Clerk to Council	-do-
Burial grounds and closed churchyards	Not applicable	
Community centres and village halls	-do-	-do-
Parks, playing fields and recreational facilities	-do-	-do-
Seating, litter bins, clocks, memorials and lighting	Not applicable	
Bus shelters	Not applicable	
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)	By application to the Clerk to Council	-do-
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Clerk to Council

01908 608559

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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
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority