

Coychurch Lower Community Council

Freedom of Information

Information to be published	How the information can be obtained	Cost
<p>Class1 – Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	<p>On request to the Clerk to the Council, Main Road Coychurch CF35 5HB</p> <p>Tel. 01656 647216</p> <p>E-Mail: clerkcoychurch@gmail.com</p> <p>Many of the documents are also available on the Council website. www.coychurchlower.org.uk</p>	<p>5 pence per page copied plus postage. In cases where large bulk of papers are requested, a charge may be levied for the time of the Clerk in processing the request.</p>
<p>Who's who on the Council and its Committees</p>	<p>As above</p>	<p>As above</p>
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>As above</p>	
<p>Location of main Council office and accessibility details</p>	<p>As above</p>	

Staffing structure	The Council employs a Clerk only	
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	As above	
Annual return form and report by auditor	As above	
Finalised budget	As above	
Precept	As above	
Borrowing Approval letter	Not applicable	
Financial Standing Orders and Regulations	As above	
Grants given and received	As above	
List of current contracts awarded and value of contract	As above	

Members' allowances and expenses	As above	
<p>Class 3 – What our priorities are and how we are doing</p> <p>(Strategies and plans, performance indicators, audits, inspections and reviews)</p>	As above	
Community Plan (current and previous year as a minimum)	As above	
Local charters drawn up in accordance with WAG, OVW & WLGA guidelines	Not applicable	
<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	As above	
Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)	As above	

Agendas of meetings (as above)	As above	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above	
Reports presented to council meetings – nb this will exclude information that is properly regarded as private to the meeting.	As above	
Responses to consultation papers	As above	
Responses to planning applications	As above	
Bye-laws	Not applicable	
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	As above	
Policies and procedures for the conduct of council business:	As above	

<p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>As above</p>	
<p>Information security policy- From May 2018</p>	<p>As above</p>	
<p>Records management policies (records retention, destruction and archive)- From May 2018</p>	<p>As above</p>	
<p>Data protection and privacy policies – From May 2018</p>	<p>As above</p>	

<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	As above	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register		
Register of members' interests		
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	As above	

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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 @ 5p per sheet (black & white)	5 pence per copy
	Photocopying @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		None
Other		Time of the Clerk for bulk requests

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* the actual cost incurred by the public authority