

Information available from Canwick Parish Council under the model publication scheme

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)</p> <p><i>Current information only</i></p> <p><i>Council website: www.canwick.org</i></p>	(hard copy and/or website)	NB: <i>standard charge where applicable is 10p per sheet</i>
Who's who on the Council and its Committees	website hard copy - contact Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (contact members via the Clerk)	website notice board hard copy - contact Clerk	Free Free 10p/sheet
Location of main Council office and accessibility details	website notice board hard copy - contact Clerk	Free Free 10p/sheet
Staffing structure	website hard copy - contact Clerk	Free 10p/sheet

<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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	hard copy - contact Clerk	10p/sheet
Finalised budget	hard copy - contact Clerk	10p/sheet
Precept	hard copy - contact Clerk	10p/sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	website - current year hard copy - all - contact Clerk	Free 10p/sheet
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	website - current year notice board - current year hard copy - all - contact Clerk	Free Free 10p/sheet

Agendas of meetings (as above)	website - next meeting notice board - next meeting hard copy - all - contact Clerk	Free Free 10p/sheet
Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting.	website hard copy - contact Clerk	Free 10p/sheet
Reports presented to council meetings - N.B. this will exclude information that is properly regarded as private to the meeting.	hard copy - contact Clerk	10p/sheet
Responses to consultation papers	hard copy - contact Clerk	10p/sheet
Responses to planning applications	hard copy - contact Clerk	10p/sheet
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: Code of Conduct (national code adopted)	hard copy - contact Clerk	10p/sheet
Schedule of charges (for the publication of information)	website hard copy - contact Clerk	Free 10p/sheet

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 (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Register of members' interests	contact Clerk	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
Statement of council functions, powers and duties	website hard copy	free 10p/sheet
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: The Clerk, Canwick Parish Council, Parish Council Office, Jubilee Hall, High Street, Heighington, Lincoln LN4 1JS

Tel/Fax/Voicemail: (01522) 790846 E-mail: clerk@canwick.org

Website: www.canwick.org

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	commercial rates
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		