

**Information available from Caverswall Parish Council under the model publication scheme,
Freedom of Information Act Compliance**

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do		
Who's who on the Council	Website, Parish Noticeboard Hard copy – contact the Clerk	Free 50p per sheet
Contact details for Parish Clerk	Website, Parish Noticeboard	Free
Contact details for Council members	Website, Parish Noticeboard Hard copy – contact the Clerk	Free 50p per sheet
Class 2 - What we spend and how we spend it		
Audit Commission Annual return form	Website Hard copy – contact the Clerk	Free £10.00 (all)
Precept (and supporting budget)	Website Hard copy – contact the Clerk	Free 50p per sheet
Financial Regulations	Website Hard copy – contact the Clerk	Free 50p per sheet
Grants given and received	Hard copy – contact the Clerk	50p per sheet
Current contracts awarded	Hard copy – contact the Clerk	50p per sheet
Class 3 - What are our priorities		
Current contracts awarded	Hard copy – contact the Clerk	50p per sheet
Annual Report	Hard copy – contact the Clerk	50p per sheet
Class 4 – How we make decisions		
Timetable of Council meetings	Website, Parish/Village Hall Noticeboards Hard copy – contact the Clerk	Free 50p per sheet
Agendas of Council meetings	Website Hard copy – contact the Clerk	Free 50p per sheet
Minutes of meetings	Website, Parish/Village Hall Noticeboards Hard copy – contact the Clerk	Free 50p per sheet
Responses to planning applications	Hard copy – contact the Clerk	50p per sheet
Responses to consultation papers	Hard copy – contact the Clerk	50p per sheet
Bye-laws	Hard copy – contact the Clerk (if any)	50p per sheet
Class 5 – Our policies and procedures		
Standing Orders	Website Hard copy – contact the Clerk	Free 50p per sheet
Code of Conduct	Hard copy – contact the Clerk	50p per sheet
Recruitment policies	Hard copy – contact the Clerk	50p per sheet
Complaints procedures	Hard copy – contact the Clerk	50p per sheet
Data protection policy	Website Hard copy – contact the Clerk	50p per sheet
Records management policies	Hard copy – contact the Clerk	50p per sheet
Class 6 – Lists and Registers		
Any publicly available register or list	Hard copy – contact the Clerk	50p per sheet
Fixed Assets Register	Website Hard copy – contact the Clerk	Free 50p per sheet
Register of members' interests	Website link to SMDC website Hard copy – contact the Clerk	Free 50p per sheet
Register of gifts and hospitality	Available at meetings	Free

Schedule of Charges

Description	Basis of charge	Cost
Photocopying	Based on cost, plus travel and time	50p b&w
Postage	Actual cost of Royal Mail standard 2 nd class – at the time of request	
Statutory Fee in accordance with the relevant legislation		

This document was adopted by Caverswall Parish Council at its meeting on 11th January 2016(revised February 2021)
Caverswall Parish Council, c/o Lynn Cantlay (Clerk), The Gables, 504 Weston Road, Stoke-on-Trent, Staffordshire,
ST3 6QD Tel: 01782 698509 E-mail: clerk@caverswall.staffslc.gov.uk