



## Camelford Town Council Freedom of Information Publication Scheme 2018

Location of information:

Council Office: Camelford Town Council, Town Hall, Market Place, Camelford PL32 9PD

Website: [www.camelford-tc.gov.uk](http://www.camelford-tc.gov.uk)

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b>		
Who's who on the Council and its Committees	Website/hard copy/noticeboard	Free/10p per sheet + postage
Contact details for Clerk and Council members	Website/hard copy	Free/10p per sheet + postage
Location of main Council office and accessibility details	Website/hard copy	Free/10p per sheet + postage

Staffing structure (Transparency Code)	Website/hard copy/noticeboard	Free/10p per sheet + postage
<b>Class 2 – What we spend and how we spend it</b>		
For current and previous financial year		
Annual return form and report by auditor	Hard copy	10p per sheet + postage
Finalised budget	Hard copy	10p per sheet + postage
Precept (Transparency Code)	Website/hard copy	Free/10p per sheet + postage
Financial Standing Orders and Regulations	Website/hard copy	Free/10p per sheet + postage
Grants given and received (Transparency Code)	Website/Hard copy	10p per sheet + postage
List of current contracts awarded and value of contract (Transparency Code)	Hard copy	10p per sheet + postage
Mayor's allowances and expenses	Hard copy (minutes)	10p per sheet + postage
<b>Class 3 – What our priorities are and how we are doing</b>		
For current and previous year		
Annual Report to Parish or Community Meeting	Website/hard copy	Free/10p per sheet + postage
<b>Class 4 – How we make decisions</b>		
For current and previous council year		

Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website/hard copy/noticeboards	Free/10p per sheet + postage
Agendas of meetings (as above)	Website/hard copy/noticeboards	Free/10p per sheet + postage
Minutes of meetings (as above) – Note this will exclude information that is properly regarded as private to the meeting.	Website/hard copy/noticeboard	Free/10p per sheet + postage
Reports presented to council meetings – Note this will exclude information that is properly regarded as private to the meeting.	Website/hard copy	Free/10p per sheet + postage
Responses to consultation papers	Website/hard copy	Free/10p per sheet + postage
Responses to planning applications	Website/hard copy	Free/10p per sheet + postage
Car Parking Bye-law (due to be updated April 2019)	Hard copy	10p per sheet + postage
<b>Class 5 – Our policies and procedures</b>		
Current information only		
Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct	Website/hard copy	Free/10p per sheet + postage
Policies and procedures for the provision of services and about the employment of staff: Governance and Accountability	Website/hard copy	Free/10p per sheet + postage

Privacy and Terms of Use Grants Policy Broadcasting/Social Media at Meetings Risk Assessment and Management Safeguarding Policy Pre-Application Protocol LGPS Employees Discretion Policy Allotment Tenancy Agreement Guidelines to Keeping Hens Complaints procedures		
<b>Records management policies (records retention, destruction and archive)</b>	Website/hard copy	Free/10p per sheet + postage
<b>Data protection policies</b>	Website/hard copy	Free/10p per sheet + postage
Schedule of charges (for the publication of information)	Website/hard copy	Free
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Assets register	By inspection	Free
Register of members' interests	Website – <a href="https://www.cornwall.gov.uk/community-and-">https://www.cornwall.gov.uk/ community-and-</a>	Free

	living/communities-and-devolution/community-networks/camelford/camelford-community-network-town-and-parish-councils/camelford-town-council/	
Register of gifts and hospitality	By inspection	Free
<b>Class 7 – The services we offer</b>		
Current information only		
Allotments	Website/hard copy	Free/10p per sheet + postage
Parks, playing fields and recreational facilities	Website/hard copy	Free/10p per sheet + postage
Seating, litter bins, memorials and lighting	Website/hard copy	Free/10p per sheet + postage
Bus shelters	Website/hard copy	Free/10p per sheet + postage
Public conveniences	Website/hard copy	Free/10p per sheet + postage
<b>Services for which the council is entitled to recover a fee, together with those fees</b>	Website/hard copy	Free/10p per sheet + postage
<b>Class 8 – CCTV</b>		

Access to CCTV footage should be made via Application Form CCTC FOI1 which is available on the website or by emailing <a href="mailto:Clerk@camelford-tc.gov.uk">Clerk@camelford-tc.gov.uk</a>	USB stick	£20 + postage
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Please note: Additional charges relating to staff time may be incurred for archived information. Charges will be discussed at the time of application.