



## Camelford Town Council Freedom of Information Publication Scheme 2020

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/BWV</b>		
<p>Access to CCTV or BWV 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> This request will then be taken to Full Council. It should be noted that if other persons are visible in the footage requested, your application may be refused due to compliance with GDPR. Footage is automatically deleted after 30 days. Should you be involved in an incident that you believe a CTC camera or BWV has captured, it is advised that you contact the police on 101. The police can then make a request for footage to be viewed and downloaded.</p>	DVD	£20 + postage

Please note: Additional charges relating to staff time may be incurred for archived information. Charges will be discussed at the time of application.