

**Information available from Caddington Parish Council under the model publication scheme (reviewed May 2024)**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<b>Class1 - Who we are and what we do</b>		
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	Website Hard copy – contact Clerk	Free 10p/sheet
<b>Class 2 – What we spend and how we spend it</b>		
Annual return form and report by auditor	Website Hard copy – contact Clerk	Free 10p/sheet
Finalised budget	Website Hard copy – contact Clerk	Free 10p/sheet
Precept	Website Hard copy – contact Clerk	Free 10p/sheet
Financial Standing Orders and Regulations	Website Hard copy – contact Clerk	Free 10p/sheet
Grants given and received	Website - Minutes Hard copy – contact Clerk	Free 10p/sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p/sheet
Members' allowances and expenses	Website Hard copy – contact Clerk	Free 10p/sheet
<b>Class 3 – What our priorities are and how we are doing</b>		
Annual Report to Parish	Website Hard copy – contact Clerk	Free 10p/sheet

<b>Class 4 – How we make decisions</b>		
Timetable of meetings	Website Hard copy – contact Clerk	Free 10p/sheet
Agendas of meetings	Website Hard copy – contact Clerk	Free 10p/sheet
Minutes of meetings	Website Hard copy – contact Clerk	Free 10p/sheet
Reports presented to council meetings	Website Hard copy – contact Clerk	Free 10p/sheet
Responses to consultation papers	Website Hard copy – contact Clerk	Free 10p/sheet
Responses to planning applications	Website Hard copy – contact Clerk	Free 10p/sheet
Bye-laws	Hard copy – contact Clerk	10p/sheet
<b>Class 5 – Our policies and procedures</b>		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website Hard copy – contact Clerk	Free 10p/sheet
Committee and sub-committee terms of reference	Website Hard copy – contact Clerk	Free 10p/sheet
Delegated authority in respect of officers	Website Hard copy – contact Clerk	Free 10p/sheet
Code of Conduct	Website Hard copy – contact Clerk	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff:		
Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – contact Clerk	Free 10p/sheet

Records management policies (records retention, destruction and archive)	Website Hard copy – contact Clerk	Free 10p/sheet
Data protection policies	Website Hard copy – contact Clerk	Free 10p/sheet
<b>Class 6 – Lists and Registers</b>		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Register of Electors: Inspection only – contact Clerk or CBC	
Assets Register	Website Hard copy – contact Clerk	Free 10p/sheet
Register of members' interests	CBC Website Hard copy – contact Clerk	Free 10p/sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Allotments	Website Hard copy – contact Clerk	Free 10p/sheet
Parks, playing fields and recreational facilities	Website Hard copy – contact Clerk	Free 10p/sheet
Seating, litter bins, War memorial and Christmas lighting	Hard copy – contact Clerk	10p/sheet
Bus shelter	Website Hard copy – contact Clerk	Free 10p/sheet

**Contact details:**

**Clerk to Caddington Parish Council**

**Email [clerk@caddington.com](mailto:clerk@caddington.com)**

**Website [www.caddington.com](http://www.caddington.com)**

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost 5p
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

Reviewed: May 2024

Date of next review: May 2025