

Freedom of Information Act Compliance - Cannock Wood Parish Council

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	Refer to Clerk & Website/Noticeboard	
Contact details for Parish Clerk	01543 275631	
Contact details for Council members	Refer to Clerk and Website/Notice Board	
Location of main Council premises	No Premises owned, meet at Village Hall	
Accessibility details for Council premises	N/A	
Staffing structure	N/A	
Class 2 - What we spend and how we spend it		
Audit Commission Annual return form	Approx £140 per Annual Audit	
Precept (and supporting budget)	£8,240	
Borrowing Approval (if applicable)	Nil	
Financial Regulations	Clerk	
Grants given and received	Clerk	
Current contracts awarded	Non	
Business Risk Assessment	RFO/Clerk	
Class 3 - What are our priorities		
Current contracts awarded	Non	
Parish Plan (if applicable)	N/A	
Annual Report	At APM and associated minutes	
Quality status	Under Review	
Class 4 - How we make decisions		
Timetable of Council meetings	3 rd Thursday in Month except Aug & Dec	
Agendas of Council meetings	Notice Board, Website & Clerk	
Minutes of meetings	Notice Board, Website & Clerk	
Responses to planning applications	Monthly meetings & Planning Sub Committee	
Responses to consultation papers	Monthly Meetings	
Bye-laws	N/A	
Class 5 - Our policies and procedures		
Standing Orders	Held by Clerk	
Delegated authority	Planning Sub Committee	
Code of Conduct	Adopted July 2007	
Service delivery	N/A	
Equality and diversity policy	Clerk	
Health and safety policy	Clerk	
Recruitment policies	Equal Opportunities employer	
Policies/procedures for requests for information	Chairman, Cllr's and then Clerk	
Complaints procedures	As Advised by Standards Committee CCDC	
Information security/data protection policy	Clerk	
Records management policies	N/A	
Class 6 - Lists and Registers		
Any publicly available register or list	Non	
Assets Register	Non	
Register of members' interests	CCDC - Director of Governance	
Register of gifts and hospitality	As applicable	
Class 7 - The services we offer		
Use list of powers to help define this if necessary	N/A	

Schedule of Charges

Description	Basis of charge	Cost
Photocopying	£0.20 per sheet + Clerk's costs	
Postage	Postal rate applicable at time	
Statutory Fee in accordance with the relevant legislation	Non	