

## Castle Cary Town Council

### Freedom of Information Policy (under the model publication scheme)

There is no charge for the information on the website

Hard copies of all information requested are available from the Council Office at a charge of 5p per copy.

Postage charged at the cost of standard 2<sup>nd</sup> Class Royal Mail

#### Who we are and what we do.

*Organisational information, structures, location and contacts.*

1. Council Members, Committee structures.
2. Contact details for the Town Clerk
3. Location Map for the Council Office
4. Staffing and Volunteers

#### What we spend and how we spend it

*Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit.*

1. Annual Budget (Precept)
2. Monthly Expenditure / Income
3. Annual Return and Auditors Report
4. Financial Standing Orders and Regulations
5. Grants
6. Councillors Expenses

#### What our priorities are and how we are doing

*Strategic plans, performance indicators' audits, inspections and reviews.*

1. Strategic Plan
2. Annual Report
3. Newsletter report
4. Playground report

#### How we make decisions

*Decision making processes and records of decisions*

1. Timetable of meetings
2. Agenda for meetings
3. Minutes of meetings
4. Reports submitted to meetings
5. Responses to Planning Applications
6. Bye Laws

## Our policies and Procedures

*Current written protocols, policies and procedures for delivering our services and responsibilities*

### Standing Orders and Terms of reference for

- a. Full Council
- b. Finance Committee
- c. Planning Committee
- d. HR Committee
- e. Market House Management Group
- f. Properties Committee
- g. Infrastructure Committee

1. Code of Conduct for Councillors
2. Complaints procedure

### Lists and Registers

1. Assets Register
2. Freedom of Information requests
3. Register of members interests
4. Register of Gifts and Hospitality

### The services we offer.

1. Allotments
2. Cemetery Charges
3. Market House lettings
4. Street Market
5. Recreation Facilities
6. Seating, Litter Bins, Clocks.
7. Bus Shelters
8. Public Conveniences
9. Newsletter
10. Cemetery Chapel