



Freedom of Information Policy

Purpose: To define the Policy for the Freedom of Information Policy for Castle Cary Town Council, its Committees and Working Groups

Document Properties

File Name	CCTC Freedom of Information Policy V2.0.
Current version	V2. 0
Last Changed Date	July 2017
Review Date	By 30 th June 2019
Review Body	Marketing, Communications and Human Resources Committee (formerly Market House Management group)
Council Approval Date	July 24th 2017

Revision History

Version Number	Author	Issue date
V1.0 Original	J A Morison	October 2015
V2.0 reviewed at MCHR	JA Morison	24th July 2017

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 2nd 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

Castle Cary Town Council

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. Marketing, Communications and Human Resources Committee
- e. Properties Committee and 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