

Hints with Canwell Parish Council Guide to Information under the Model Publication Scheme

Information to be published

Who's who on the Council and its Committees

Contact details for Clerk and Council members

Location of Council office

Staffing structure

Annual return form and report by auditor

Finalised budget

Precept

Financial Standing Orders and Regulations

Members' allowances

Members' expenses

Timetable of meetings

Agendas of meetings (excluding information that is properly regarded as confidential to the meeting)

Minutes of meetings (excluding information that is properly regarded as confidential to the meeting)

Reports to council meetings (excluding information that is properly regarded as confidential to the meeting)

Standing Orders

Code of Conduct

Asset Register

Register of members' interests

Register of gifts and hospitality

How the information can be obtained

Website or hard copy

Contact details:

Parish Clerk, Hints with Canwell Parish Council, c/o 5 Hillside, Lichfield, WS14 9DQ

Charges

Documents are available free of charge from the Council website www.hintswithcanwell.co.uk

If documents are requested as hard copies, the charge will be 10p per (printed) side of paper (black and white), and 30p per side (colour), plus the actual cost of Royal Mail 2nd class postage if applicable.