

PCC Charges for Services

1.0 Services

1.1 The services for which the PCC may charge include:

- Production of Information

1.2 Requests for services should be made to the Clerk who will advise whether there will be a charge to meet the request. The request may not be processed until payment has been received.

2.0 Information Free of Charge

2.1 The PCC makes much information available FOC at its website. The PCC will consider requests for additional information to be made available online. The Clerk has the authority to accept or decline such requests.

2.2 By prior agreement with the Clerk printed copies of the meeting agenda and the Council contact sheet can be made available at a Council meeting without charge.

3.0 Routine Requests for Printed Documents

3.1 There may be a charge of 10p per page for printing of small documents with additional charge for postage if relevant. This is to cover the actual cost.

4.0 Large or Involved Requests

4.1 For larger requests there may also be a charge of £25 per hour for the preparation, production and distribution of prints in addition to the page and postage charge. This is the recommended charge.

4.2 There may be a similar charge for a request which involves an appointment for inspection of documents.

5.0 Statutory Charge

5.1 If a statutory charge is relevant this will be applied.