

SEDBERGH PARISH COUNCIL

INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts - this will be current information only.)	Website Hard copy – contact Clerk	free 10p sheet
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	free 10p sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy – contact Clerk	free 10p sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	free 10p sheet
Staffing structure	Website Hard copy – contact Clerk	free 10p sheet
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy – contact Clerk	10p sheet
Finalised budget	Hard copy – contact Clerk	10p sheet
Precept	Hard copy – contact Clerk	10p sheet
Financial Standing Orders and Regulations	Website	free
Grants given and received	Hard copy – contact Clerk	10p sheet
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p sheet

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (Vision Statement/Townscape Project)	Website Hard copy – contact Clerk	free 10p sheet
Annual Reports to Parish Meetings	Hard copy – contact Clerk	10p sheet
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council and committee meetings)	Website Hard copy – contact Clerk	free 10p sheet
Agendas of meetings (as above)	Website/PC notice-board Hard copy – contact Clerk	free 10p sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	free 10p sheet
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website Hard copy – contact Clerk	free 10p sheet
Responses to consultation papers	Hard copy – contact Clerk	10p sheet
Responses to planning applications	Website Hard copy – contact Clerk	free 10p sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and procedures for the conduct of council business:		
Procedural standing orders	Website	free

Committee and sub-committee terms of reference Delegated authority in respect of officers	Hard copy – contact Clerk Hard copy – contact Clerk	10p sheet 10p sheet
Code of Conduct	Website	free
Policies and procedures for the provision of services and about the employment of staff:	Contact Clerk for details	free
Information security policy	Contact Clerk for details	free
Records management policies (records retention, destruction and archive)	Contact Clerk for details	free
Data protection policies	Contact Clerk for details	free
Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets register	Hard copy – contact Clerk	10p sheet
Register of members' interests	Website Hard copy – contact Clerk	free 10p sheet
Register of gifts and hospitality	Hard copy – contact Clerk	10p sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Playing fields and recreational facilities	Website	free
Seating, litter bins, memorials and lighting	Hard copy – contact Clerk	10p sheet

Bus shelter	Hard copy – contact Clerk	10p sheet
Markets (agency agreement)	Hard copy – contact Clerk	10p sheet
Public conveniences	Website	free
Car parks	Website	free
Public park (Queen’s Garden)	Website	free
Picnic site	Hard copy – contact Clerk	10p sheet

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation

Contact details:

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