

Information available from Allithwaite Upper Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Hard copy – Contact clerk Web site	10p per sheet Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard copy – Contact clerk Parish Notice board Web site	10p per sheet Free Free
Location of main Council office and accessibility details	n/a	
Staffing structure	Clerk is only employee	
<p>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)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Hard copy – Contact clerk	10p per sheet
Finalised budget	Hard copy – Contact clerk	10p per sheet
Precept	Hard copy – Contact clerk	10p per sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Hard copy – Contact clerk	10p per sheet

Grants given and received	Hard copy – Contact clerk	10p per sheet
List of current contracts awarded and value of contract	Hard copy – Contact clerk	10p per sheet
Members' allowances and expenses	n/a - Not paid	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Hard copy – Contact clerk Web site	10p per sheet Free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy – Contact clerk Web site	10p per sheet Free
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions)	(hard copy or website)	
Current and previous council year as a minimum		10p per sheet Free
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Notice boards Hard copy – Contact clerk Web site	Free 10p per sheet Free
Agendas of meetings (as above)	Parish Notice boards Hard copy – Contact clerk	Free 10p per sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – Contact clerk Web site	10p per sheet Free
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – Contact clerk	10p per sheet
Responses to consultation papers	Hard copy – Contact clerk	10p per sheet
Responses to planning applications	Hard copy – Contact clerk Web site	10p per sheet Free
Bye-laws	n/a - none	

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements if applicable	Hard copy – Contact clerk Hard copy – Contact clerk Hard copy – Contact clerk Hard copy – Contact clerk Hard copy – Contact clerk	10p per sheet 10p per sheet 10p per sheet 10p per sheet 10p per sheet
Schedule of charges (for the publication of information)	Hard Copy – Contact Clerk	10p per sheet
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection- Contact Clerk	10p per sheet
Assets Register	Hard copy – Contact clerk	10p per sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy – Contact Clerk	
Register of members' interests	Inspection - Contact Clerk	
Register of gifts and hospitality	Inspection - Contact Clerk	
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	(hard copy or website; some information may only be available by inspection)	
Parks, playing fields and recreational facilities	Inspection - Contact Clerk	
Seating, litter bins, memorials and lighting	Inspection - Contact Clerk	

Bus shelters	Inspection - Contact Clerk	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Mrs D Cowperthwaite, Clerk to the Parish Council, Allithwaite Upper PC, c/o 77 Kirkhead Road, Kents Bank, Grnage over Sands, Cumbria. LA11 7DD
 Telephone 015395 33091 email clerk@allithwaiteupperpc.net

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

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

* the actual cost incurred by the public authority