

## Information Available from COLTON PARISH COUNCIL (Cumbria) under the "Model Publication Scheme" (Freedom of Information Act)

Information to be published	How the information can be obtained	Cost (plus 2 <sup>nd</sup> class postage for hard copy)
<p><b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)</p> <p><i>This will be current information only</i></p>		
Who's who on the Council and its Committees	<ul style="list-style-type: none"> <li>- Website</li> <li>- Hard copy, contact Clerk.</li> </ul>	<ul style="list-style-type: none"> <li>- Free</li> <li>- 10p per sheet</li> </ul>
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	<ul style="list-style-type: none"> <li>- Website</li> <li>- Notice Boards</li> <li>- Hard copy, contact Clerk.</li> </ul>	<ul style="list-style-type: none"> <li>- Free</li> <li>- 10p per sheet</li> </ul>
Location of main Council office and accessibility details	<ul style="list-style-type: none"> <li>- Website</li> <li>- Notice Boards</li> </ul>	<ul style="list-style-type: none"> <li>- Free</li> </ul>
Staffing structure	The Clerk is the only employee. Clerk's contract is available on the Website	<ul style="list-style-type: none"> <li>- Free</li> <li>- 10p per sheet</li> </ul>

## 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	Website Hard copy - contact Clerk	Free 10p per sheet
Finalised budget	Website Hard copy - contact Clerk	Free 10p per sheet
Precept	Website Hard copy - contact Clerk	Free 10p per sheet
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website Hard copy - contact Clerk	Free 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	- Website - Notice Boards - Hard copy - contact Clerk	Free 10p per sheet

## Class 3 – What our priorities are and how we are doing

(Strategies and plans, performance indicators, audits, inspections and reviews)

Community Plan and Action Plans	- Website - Hard copy - contact Clerk	Free 10p per sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	- Website - Hard copy - contact Clerk	Free 10p per sheet
Quality status	- Hard copy - contact Clerk	10p per sheet
Local charters drawn up in accordance with DCLG guidelines	n/a	

## **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, any committee/sub-committee meetings and parish meetings)	- Website and Notice Boards - Hard copy - contact Clerk	- Free - 10p per sheet
Agendas of meetings (as above)	- Website and Notice Boards - Inspection by arrangement - Hard copy - contact Clerk	- Free - 10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	- Website - Inspection by arrangement - Hard copy - contact Clerk	- Free - 10p per sheet
Reports presented to council meetings - n.b. this will exclude information that is properly regarded as private to the meeting.	- Website or Email - Hard copy - contact Clerk	- Free - 10p per sheet
Responses to consultation papers	- Email - Hard copy - contact Clerk	- Free - 10p per sheet
Responses to planning applications	- Email - Hard copy - contact Clerk	- Free - 10p per sheet
Bye-laws	n/a	

## Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

*Current information only.*

<p>5.1 Policies and procedures for the conduct of council business:</p> <p>Procedural Standing Orders Code of Conduct Policy statements (<i>contained in Community Plan 2015</i>)</p>	<p>Website Hard Copy – contact Clerk</p>	<p>Free 10p per sheet</p>
<p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p>	<p>n/a (the Council has no Committees or Sub-Committees)</p> <p>on application to the Clerk</p>	<p>Free</p>
<p>5.2 Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>n/a n/a</p> <p>Email or Hard copy. Contact Clerk</p>	<p>Free 10p per sheet</p>
<p>5.3 Information security policy</p>	<p>- Email, or</p>	<p>Free</p>
<p>5.4 Records management policies (records retention, destruction and archive)</p>	<p>- Hard copy. Contact Clerk</p>	<p>10p per sheet</p>
<p>5.5 Data protection policies</p>		
<p>5.6 Schedule of charges (for the publication of information). This document.</p>	<p>- Website - Hard copy - contact Clerk</p>	<p>- Free -10p per sheet</p>

<b>Class 6 – Lists and Registers</b> <i>Currently maintained lists and registers only</i>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list ( <i>if any are held this should be publicised; in most circumstances existing access provisions will suffice</i> )	inspection by arrangement	
Assets Register	- Website - Hard copy	Free -10p per sheet
Disclosure log ( <i>indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils</i> )	not held at present	
Register of members' interests	- Website - Hard copy	Free -10p per sheet
Register of gifts and hospitality	inspection by arrangement	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) <i>Current information only</i>	(hard copy or website; some information may only be available by inspection)	
Allotments	n/a	
Burial grounds and closed churchyards	n/a	
Community centres and village halls	n/a	
Parks, playing fields and recreational facilities	Email or hard copy - contact Clerk	Free 10p per sheet
Seating, litter bins, clocks, memorials and lighting	Email or Hard copy - contact Clerk	Free 10p per sheet
Bus shelters	n/a	
Markets	n/a	
Public conveniences	n/a	
Agency agreements	n/a	
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	n/a	

## Contact details:

**Clerk:** Mandy Lane, Lilac Cottage, Oxen Park, Ulverston, Cumbria, LA12 8HG.

Tel: 01229 861408

Email: coltonpc@btinternet.com

**Website:** [www.coltonparishcouncil.org.uk](http://www.coltonparishcouncil.org.uk)

## SCHEDULE OF CHARGES

This describes how the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 7p per sheet (black & white)	Actual cost to Parish Council
	Travel costs to printing services for larger documents	Contribution towards travel costs (3p per sheet).
	<b>TOTAL</b>	<b>10p per sheet</b>
Plus:	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class.

Approved at Council Meeting: ...21<sup>st</sup> March 2016 Min 045/16.....