

Information available from Burton-in-Kendal Parish Council 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 N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Website & Noticeboard hard copy – contact Clerk	Free 10p/sheet
Who's who on the Council and its Committees	As above	As above
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	As above	As above
Location of main Council office	As above	As above
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	Website hard copy – contact Clerk	Free 10p/sheet

Annual return form and report by auditor	As above	As above
Finalised budget	As above	As above
Precept	As above	As above
Financial Standing Orders and Regulations		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Website hard copy – contact Clerk	Free 10p/sheet
Parish Plan current and previous	As above	As above
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	As above	As above
Quality status	As above	As above
Class 4 – How we make decisions (Decision making processes and records of decisions)	Website hard copy – contact Clerk	Free 10p/sheet
Current and previous council year as a minimum		
Timetable of meetings	As above	As above
Agendas of meetings (as above)	As above	As above
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	As above	As above

Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	As above	As above
Responses to consultation papers	As above	As above
Responses to planning applications	As above	As above
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	hard copy – contact Clerk	10p/sheet
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	As above	As above
Policies and procedures for the provision of services and about the employment of staff: 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	As above	As above

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	As above	As above
Records management policies (records retention, destruction and archive)	As above	As above
Data protection policies	As above	As above
Schedule of charges (for the publication of information)	As above	As above
Class 6 – Lists and Registers		
Currently maintained lists and registers only	hard copy – contact Clerk	10p/sheet
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	As above	As above
Register of members' interests	Held by SLDC, Kendal	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	Website hard copy – contact Clerk	Free 10p/sheet
Current information only		

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details: Charles Dale, Parish Clerk, Russell Cottage, Dalton, Burton-in-Kendal, LA6 1NN

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 @ ..p 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