

## Information available from Culgaith Parish Council under the model publication scheme

INFORMATION TO BE PUBLISHED	HOW THE INFORMATION CAN BE OBTAINED	COST
<b>Class1 - Who we are and what we do</b> (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.		
Who's who on the Council <del>and its Committees</del>	Website Hard copy – Parish 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 – Parish Clerk	Free 10p/Sheet
<del>Location of main Council office and accessibility details</del>		
<del>Staffing structure</del>		
<b>Class 2 – What we spend and how we spend it</b> (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
<del>Borrowing Approval letter</del>		
Financial Standing Orders and Regulations	Website Hard copy – Parish Clerk	Free 10p/Sheet
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
<del>Members' allowances and expenses</del>		
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current <del>and previous</del> year as a minimum)	Website Hard copy – contact Clerk	Free 10p/Sheet
Annual Report to Parish (current and previous year as a minimum)	Website Hard copy – contact Clerk	Free 10p/Sheet
Quality status	Website Hard copy – contact Clerk	Free 10p/Sheet
<del>Local charters drawn up in accordance with DCLG guidelines</del>		
<b>Class 4 – How we make decisions</b> (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 Hard copy – contact Clerk	Free 10p/Sheet
Agendas of meetings (as above)	Hard copy – contact Clerk	10p/Sheet
Minutes of meetings (as above) – nb 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 - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy – contact Clerk	10p/Sheet
Responses to consultation papers	Hard copy – contact Clerk	10p/Sheet
Responses to planning applications	Hard copy – contact Clerk	10p/Sheet
<del>Bye-laws</del>		

<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	Website Hard copy – contact Clerk	Free 10p/Sheet
Policies and procedures for the provision of services and about the employment of staff: <del>—Internal policies relating to the delivery of services</del> <del>—Equality and diversity policy</del> <del>—Health and safety policy</del> <del>—Recruitment policies (including current vacancies)</del> Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website Hard copy – contact Clerk	Free 10p/Sheet
<del>Information security policy</del>		
Records management policies (records retention, destruction and archive)	Hard copy – contact Clerk	10p/Sheet
<del>Data protection policies</del>		
<del>Schedule of charges (for the publication of information)</del>		
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
<del>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions</del>		

will suffice)		
Assets Register	Hard Copy – Parish Clerk	10p/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)		
Register of members' interests	Hard Copy – Parish Clerk	10p/Sheet
Register of gifts and hospitality		
<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) Current information only		
Allotments		
Burial grounds and closed churchyards		
Community centres and village halls		
Parks, playing fields and recreational facilities		
Seating, litter bins, clocks, memorials and lighting		
Bus shelters	Hard Copy – Parish Clerk	10p/Sheet
Markets		
Public conveniences		
Agency agreements		
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)		
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
Managing Village Greens	Hard Copy – Parish Clerk	10p/Sheet
Playground equipment	Hard Copy – Parish Clerk	10p/Sheet

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**Contact details:**      **Culgaith Parish Council**  
**Mrs Sue Smith (Parish Clerk)**  
**Briarfield**  
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**Penrith CA10 1QL**

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**SCHEDULE OF CHARGES**

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

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation

<b>Other</b>		

\* the actual cost incurred by the public authority