

Information available from Satterthwaite 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>		
Who's who on the Council and its Committees	Website Hard copy	Free 9p /sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy	Free 9p /sheet
Location of main Council office and accessibility details	Website Hard copy	Free 9p /sheet
Staffing structure		

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	9p /sheet
Finalised budget	Website Hard copy	Free 9p /sheet
Precept	Hard copy	9p /sheet
Borrowing Approval letter	Hard copy	9p /sheet
Financial Standing Orders and Regulations	Hard copy	9p /sheet
Grants given and received	Hard copy	9p /sheet
List of current contracts awarded and value of contract	Hard copy	9p /sheet
Members' allowances and expenses	Hard copy	9p /sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website Hard copy	Free 9p /sheet
Quality status		
Local charters drawn up in accordance with DCLG guidelines	Hard copy	9p /sheet

<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Hard copy	Free 9p /sheet
Agendas of meetings (as above)	Website Hard copy	Free 9p /sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 9p /sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	9p /sheet
Responses to consultation papers	Hard copy	9p /sheet
Responses to planning applications	Hard copy	9p /sheet
Bye-laws	Hard copy	9p /sheet
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p>	Hard copy	9p /sheet

Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements		
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 Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy	9p /sheet
Information security policy	Hard copy	9p /sheet
Records management policies (records retention, destruction and archive)	Hard copy	9p /sheet
Data protection policies	Hard copy	9p /sheet
Schedule of charges (for the publication of information)	Hard copy	9p /sheet
Class 6 – Lists and Registers		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)		
Assets Register	Inspection only	
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	9p /sheet

Register of members' interests	Hard copy	9p /sheet
Register of gifts and hospitality	Hard copy	9p /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		
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		
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)		
Additional Information		
This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:
David Granville
Parish Clerk
Townhead
Satterthwaite
Ulverston
LA12 8LS
Telephone: 01229 860397

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 @ 9p per sheet (black & white)	Actual cost
	Photocopying @ 15p 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		