

Guide to information.

Information available from Irthington Parish Council under the Model Publication Scheme.

Information to be published	How the information can be obtained	Cost
<p>In accordance with the Freedom of Information Act 2009, Irthington Parish Council has introduced a publication scheme which is a guide to the types of information we will publish.</p> <p>The publication scheme can be accessed at the parish Council website- Or a paper copy is available for inspection at;</p> <p>Irthington Parish Council Unit 2 The Old Brewery Craw Hall Brampton CA8 1TR</p>	<p>Office is open Monday – Friday</p> <p>9.00-3.00pm</p>	<p>See costs below</p>
<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>Copies of all these documents may be requested from the Council Office in writing or by e-mail to irthingtonpc@gmail.com.</p> <p>Electronic copies of most documents are also available.</p> <p>See also website: www.</p>	<p>See costs below</p>
<p>Who's who on the Council and its Committees</p>	<p>Parish Council Website Parish Noticeboards Contact Clerk for hard copy</p>	
<p>Contact details for Clerk and Council members (named contacts where possible with telephone number and email address (if used))</p>	<p>Parish Council Website Contact Clerk for hard copy Chairman's newsletter distributed bi-monthly to households with the church magazine</p>	
<p>Location of main Council office and accessibility details</p>	<p>Office is open between 9.00am and 3.00pm every week-day</p> <p>Agendas provide information about access to meetings, also available on website/contact Clerk for hard copy</p>	

<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>	<p>Copies of all these documents may be requested from the Council Office in writing or by e-mail to irthingtonpc@gmail.com</p> <p>Electronic copies of most documents are also available.</p> <p>See also website: www.</p>	<p>See costs below</p>
<p>Annual return form and report by auditor</p>	<p>Parish Council Noticeboard Website Contact Clerk for hard copy</p>	
<p>Finalised budget</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>Precept</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>Borrowing Approval letter</p>	<p>Not applicable</p>	
<p>Financial Standing Orders and Regulations</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>Grants given and received</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>List of current contracts awarded and value of contract</p>	<p>Contact Clerk for hard copy</p>	
<p>Members' allowances and expenses</p>	<p>Contact Clerk for hard copy</p>	
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	<p>Copies of all these documents may be requested from the Council Office in writing or by e-mail to irthingtonpc@gmail.com</p> <p>Electronic copies of most documents are also available.</p> <p>See also website: www.</p>	<p>See costs below</p>
<p>Parish Plan 2011</p>	<p>Contact Clerk for hard copy</p>	
<p>Annual Report to Parish meeting</p>	<p>Website/Contact Clerk for hard copy</p>	
<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>	<p>Copies of all these documents may be requested from the Council Office in writing or by e-mail to irthingtonpc@gmail.com</p> <p>Electronic copies of most documents are also available.</p> <p>See also website: www.</p>	<p>See costs below</p>
<p>Timetable of meetings (Council, any committee/sub-committee meetings and community meetings)</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>Agendas of meetings (as above)</p>	<p>Website/Contact Clerk for hard copy Noticeboards</p>	
<p>Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting</p>	<p>Contact Clerk for hard copy</p>	
<p>Responses to consultation papers</p>	<p>Contact Clerk for hard copy</p>	
<p>Responses to planning applications</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>Bye-laws</p>	<p>None</p>	

<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>Copies of all these documents may be requested from the Council Office in writing or by e-mail to irthingtonpc@gmail.com</p> <p>Electronic copies of most documents are also available.</p> <p>See also website: www.</p>	<p>See costs below</p>
<p>Policies and procedures for the conduct of council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct <p>Policy statements</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme.</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>Information security policy</p>	<p>Hard copy or email from the Clerk</p>	
<p>Records management policies (records retention, destruction and archive)</p>	<p>Website/Contact Clerk for hard copy</p>	
<p>Data protection policies</p>	<p>Hard copy or email from the Clerk Website</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>See below</p>	
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	<p>Some documents are available for inspection only and may not be copied</p>	<p>See costs below</p>
<p>Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)</p>	<p>Hard copy or website Some information may only be available by inspection – Apply to Clerk</p>	
<p>Disclosure log (indicating the information that has been provided in response to requests)</p>	<p>Hard copy or email from the Clerk</p>	
<p>Assets Register</p>	<p>Hard copy or email from the Clerk website</p>	
<p>Register of members' interests</p>	<p>Hard copy or email from the Clerk website</p>	
<p>Register of gifts and hospitality</p>	<p>Hard copy or email from the Clerk website</p>	

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	Copies of all these documents may be requested from the Council Office in writing or by e-mail. Electronic copies of most documents are also available. Some documents are available for inspection only and may not be copied.	See costs below
Parks, playing fields and recreational facilities	Website/ Contact the Clerk	
Seating, litter bins, clocks, memorials and lighting	Website/ Contact the Clerk	
Bus shelters	Website/ Contact the Clerk	

Contact details:

Ms. Allison Riddell, Parish Clerk

**Unit 2
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Craw Hall
Brampton
Cumbria
CA8 1TR**

Tel: 016977 3382

Email: irthingtonpc@gmail.com

SCHEDULE OF CHARGES

Information which is published and accessed electronically will be provided free. A small charge may be made for accessing and copying information.

This describes how the charges have been arrived at:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost at time of copying
	Postage dependant on weight of package	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

Adopted December 2008

Reviewed: Annually