

Information available from Staveley with Ings 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 Staveley with Ings Parish Council, Mr Peter Davidson, Clerk to the Council, 2 St.Marks Fold Natland KENDAL LA9 7QU</p> <p>Telephone: 015395 61699 Email: staveleyingsclerk@hotmail.co.uk Parish Council website: staveleywithingspc.co.uk</p> | | |
| Who's who on the Council and its Committees | Parish Council website | Nil |
| Contact details for Parish Clerk and Council members | Clerk: Parish Council website. Councillors: hard copy/email – contact Clerk. | All emails free of charge or 10p per page plus postage |
| Location of main Council office and accessibility details | Contact Clerk | |
| Staffing structure | The Clerk is the sole employee | |
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| <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> | | |
| Annual return form and report by auditor | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |

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| Finalised budget | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Precept | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Borrowing Approval letter | N/A | N/A |
| Financial Standing Orders and Regulations | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Grants given and received | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| List of current contracts awarded and value of contract | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Members' allowances and expenses | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Annual Report to Parish Meeting | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Quality status | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Local charters drawn up in accordance with DCLG guidelines | N/A | N/A |
| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Parish Council website | Nil |
| Agendas of meetings (as above) | - Parish Notice Board - Parish Council website - Hard copy/email – contact | All emails free of charge or 10p per page plus postage |

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| | Clerk | |
| Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting. | - Parish Notice Board - Parish Council website - Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Responses to consultation papers | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Responses to planning applications | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Bye-laws | N/A | N/A |
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| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| Policies and procedures for the conduct of council business: <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 • Policy statements | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Internal policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies | <ul style="list-style-type: none"> • N/A • Contained within Code of Conduct • N/A • N/A | |

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| <ul style="list-style-type: none"> • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) | <ul style="list-style-type: none"> • N/A • Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Information security policy | N/A | N/A |
| Records management policies (records retention, destruction and archive) | N/A (Parish Council complies with CALC guidelines) | |
| Data protection policies | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Schedule of charges (for the publication of information) | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Class 6 – Lists and Registers | | |
| Currently maintained lists and registers only | | |
| Any publicly available register or list | N/A | N/A |
| Assets Register | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| 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/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Register of members' interests | Parish Council website | Nil |
| Register of gifts and hospitality | N/A | N/A |
| 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 | Hard copy/email – contact Clerk | All emails free of charge or 10p per page plus postage |
| Burial grounds and closed churchyards | N/A | N/A |

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| Community centres and village halls | N/A | N/A |
| Parks, playing fields and recreational facilities | Hard copy/email – contact clerk | All emails free of charge or 10p per page plus postage |
| Seating, litter bins, clocks, memorials and lighting | Hard copy/email – contact clerk | All emails free of charge or 10p per page plus postage |
| Bus shelters | Hard copy/email – contact clerk | All emails free of charge or 10p per page plus postage |
| Markets | N/A | N/A |
| Public conveniences | N/A | N/A |
| Agency agreements | N/A | N/A |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | See Allotments above | |
| Additional Information | | |
| This will provide Councils with the opportunity to publish information that is not itemised in the lists above | | |
| Grant applications policy | Parish Council website | Nil |

Contact details: Mr Peter Davidson, Clerk to the Council, 2 St.Marks Fold, Natland, Kendal, LA9 7QU
Telephone: 015395 61699
Email: staveleyingsclerk@hotmail.co.uk

SCHEDULE OF CHARGES

| TYPE OF CHARGE | DESCRIPTION | BASIS OF CHARGE |
|-------------------|--|--|
| Disbursement cost | Photocopying @ 10p per sheet (black & white) | Actual cost |
| | Postage | Actual cost of Royal Mail standard 2 nd class |