

## **ALLITHWAITE AND CARTMEL PARISH COUNCIL PUBLICATION SCHEME**

**Approved and Adopted: February 2024**

**Reviewed and approved: 9<sup>th</sup> May 2024.**

**To be reviewed: annually at May meeting.**

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### **Information available from Allithwaite and Cartmel Parish Council under the Freedom of Information Act model publication scheme**

This template guide covers only information we currently hold.

If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

**Website: <https://allithwaiteandcartmel-pc.gov.uk/>**

Information to be published	How the information can be obtained	Cost for hardcopies
<b>Class 1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts) Current information only		
List of Council members and their responsibilities as well a list of Council Committees Details of any representation on local public bodies	Website / hardcopy / email Not applicable	*
Postal and email address Contact details for Parish Clerk and Council members Where possible, provide named contacts including contact phone numbers and email addresses	Website / hardcopy / email Website / hardcopy / email Website / hardcopy / email	* * *
Location of main Council office and accessibility details	Not applicable	
Staffing structure	On request to clerk	
<b>Class 2 – What we spend and how we spend it</b> (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Statement of accounts and internal audit report in the format included in the Annual Return form	Website /hardcopy / email / Noticeboards for one month from receipt	*
Finalised budget	Hardcopy / email	*
Precept	Hardcopy / email	*

Borrowing Approval letter	Hardcopy / email	*
All items of expenditure above £100	Minutes = Website / hardcopy / email	*
Financial Standing Orders and Regulations	Website / hardcopy / email	*
Grants given and received	Minutes = Website / hardcopy / email	*
List of current contracts awarded and value of contract	On request to the Clerk	
Members' allowances and expenses	Not paid	
<p><b>Class 3 – What our priorities are and how we are doing</b>  (Strategies and plans, performance indicators, audits, inspections and reviews)  Current and previous year as a minimum</p>		
Annual governance statement in format included in the Annual Return form	Website / hardcopy / email	*
Parish Plan	Not applicable	
Annual Report to Parish or Community Meeting	Minutes = Website / hardcopy / email	*
Quality status	Not applicable	
Local charters drawn up in accordance with DLUHC's guidelines	Not applicable	
<p><b>Class 4 – How we make decisions</b>  (Decision making processes and records of decisions)  Current and previous council year as a minimum</p>		
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website / hardcopy / email / noticeboard	*
Agendas of meetings (as above)	Website / hardcopy / email / noticeboard	*
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website / hardcopy / email	*
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Minutes = website / hardcopy / email	*

Responses to consultation papers	Minutes = website / hardcopy / email	*
Responses to planning applications	Minutes = website / hardcopy / email	*
Bye-laws	None	
<p><b>Class 5 – Our policies and procedures</b>  (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only</p>		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website / hardcopy / email Website / hardcopy / email Not applicable Website / hardcopy / email Website / hardcopy / email	*   * *
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedure</li> </ul>	Website / hardcopy / email Website / hardcopy / email Not applicable – under 5 staff Website if a vacancy exists On request from the Clerk Website / hardcopy / email	* *    *
Records management, personal data and access to information policies Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	On request to the clerk	

<p><b>Class 6 – Lists and Registers</b>          Currently maintained lists and registers only.          Information legally required to hold in publicly available registers (in most circumstances existing access provisions will suffice).</p>		
Assets register, including details of public land and building assets	Website / hardcopy / email	*
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice	Not applicable	
Register of members' interests	Website / hardcopy / email	*
Register of gifts and hospitality	On request to the Clerk	
<p><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</p>		
Allotments	On application to the Clerk.	
Burial grounds and closed churchyards	On application to the Clerk.	
Community centres and village halls	On application to the Clerk.	
Parks, playing fields and recreational facilities	On application to the Clerk.	
Seating, litter bins, clocks, memorials and lighting	On application to the Clerk.	
Bus shelters	Not applicable	
Markets	Not applicable	
Public conveniences	Not applicable	
Agency agreements	Not applicable	
Services for which we are entitled to recover a fee and details of those fees (e.g. burial fees)	On request to the Clerk	

**Contact details: -****Clerk:** [clerk@allithwaiteandcartmel-pc.gov.uk](mailto:clerk@allithwaiteandcartmel-pc.gov.uk)**Website:** <https://allithwaiteandcartmel-pc.gov.uk/>

- **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 @10 p per sheet (black & white)	Actual cost based on computer printing
<b>Disbursement cost</b>	Photocopying @ 20 p per sheet (colour)	Actual cost inc computer use
<b>Disbursement cost</b>	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class. Recorded if requested

Date	Feb 2024
Prepared by	Parish Clerk C Downey
Checked by	Clr M Lamb
Authorised by	ACPC Mtg February 2024
Reviewed	9 <sup>th</sup> May 2024