

Publication Scheme - Information available from Bassenthwaite Parish Council

<https://www.bassenthwaite.org.uk/parish-council.html>

| Information to be published | How the information can be obtained | Cost |
|--|--|------------------------------|
| Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only | | |
| Who's who on the Council and its Committees | Website Email Hard copy from the Clerk | Free Free 5p per sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | Website Email Hard copy from the Clerk | Free Free 5p per sheet |
| Staffing structure | Only the clerk employed | |

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| 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) | | |
| Annual return form and report by auditor | Website Hard copy from the Clerk | Free 5p per sheet |
| Finalised budget | Email Hard copy from the Clerk | Free 5p per sheet |
| Precept | Email Hard copy from the Clerk | Free 5p per sheet |
| Financial Standing Orders and Regulations | Website Hard copy from the Clerk | Free 5p per sheet |
| Grants given and received | Email Hard copy from the Clerk | Free 5p per sheet |

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| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Website (as part of May meeting minutes) Hard copy from the Clerk | Free 5p per sheet |

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| 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) | Email Website Hard copy from the Clerk | Free Free 5p per sheet |

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| Agendas of meetings and associated papers | Email Website Hard copy from the Clerk | Free Free 5p per sheet |
| Minutes of meetings (including responses to Consultation Papers & Planning Applications)– nb this will exclude information that is properly regarded as private to the meeting. | Email Website Hard copy from the Clerk | Free Free 5p per sheet |
| Clerk Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting. | Email Website Hard copy from the Clerk | Free Free 5p per sheet |

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)

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| Policies and procedures for the conduct of council business: Standing Orders General Data Protection Policies Code of Conduct Financial regulations Complaints Procedure (including those covering requests for information and operating the publication scheme) | Email Website Hard copy from the Clerk | Free Free 5p per sheet |
| Policies and procedures for the provision of services and about the employment of staff: Equality and diversity policy | Email Website Hard copy from the Clerk | Free Free 5p per sheet |
| Records management policies (records retention, destruction and archive) | Email Website Hard copy from the Clerk | Free Free 5p per sheet |
| Data protection policies | Email Website Hard copy from the Clerk | Free Free 5p per sheet |
| Schedule of charges (for the publication of information) | Email Website Hard copy from the Clerk | Free Free 5p per sheet |

Class 6 – Lists and Registers (Currently maintained lists and registers only)

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| Any publicly available register or list | Not applicable | |
| Assets Register | Email Website Hard copy from the Clerk | Free Free 5p per sheet |
| Disclosure log (indicating the information that has been provided in response to requests) | Email Website | Free Free |

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| | Hard copy from the Clerk | 5p per sheet |
| Register of members' interests | Website | Free |

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| 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 | | |
| Seating, litter bins, clocks, memorials and lighting | Included on asset register | |
| Bus shelters | Included on asset register | |

Contact details: Becc Carter, Borrowdale Parish Clerk, 40 Windebrowe Avenue, Keswick, CA12 4JA clerk@bassenthwaite-pc.gov.uk

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 @ 5p per sheet (black & white) | Actual cost * |
| | Postage | Actual cost of Royal Mail standard 2 nd class |

* the actual cost incurred by the public authority