

CUMMERSDALE PARISH COUNCIL

Information available under the model publication scheme.(Freedom of Information Act 2000)

Information 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>Cummersdale Parish Council publication scheme is the type of information that is published. This can be accessed at; www.cummersdalepc.org.uk or available for inspection at by appointment.</p>	<p>(hard copy or website)</p> <p>The Clerk can be contacted Monday –Thursday 9.30am-3.30pm.</p>	
<p>Who’s who on the Council and its Committees</p>		
<p>Contact details for Parish Clerk and Council members</p>		
<p>The Parish Council meets in Cummersdale Village Hall.</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>(hard copy or website)</p>	

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Current and previous financial years		
Annual return form and report by auditor		
Finalised budget		
Precept		
Borrowing Approval letter -if applicable		
Financial Standing Orders and Regulations		
Grants given and received		
List of current contracts awarded and value of contract		
Members' allowances and expenses		
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Parish Plan		
Annual Report to Parish 2010 to date		
Quality status when applicable		
Local charters drawn up in accordance with DCLG guidelines		
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(hard copy or website)	

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Timetable of meetings		
Agendas of meetings (as above)		
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.		
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.		
Responses to consultation papers		
Responses to planning applications		
Bye-laws		
<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>	(hard copy or website)	
Policies and procedures for the conduct of council business:		
Procedural standing orders		
Delegated authority in respect of officers		

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Code of Conduct Policy statements		
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>		
Information security policy		
Records management policies (records retention, destruction and archive)		
Data protection policies		
Schedule of charges (for the publication of information)		
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only</p>	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list		
Assets register		

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Disclosure log		
Register of members' interests		
Register of gifts and hospitality		
List of archived documents	Inspection only	
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	(hard copy or website; some information may only be available by inspection)	
Allotments		
Playing fields and recreational facilities		
Seating, litter bins & notice boards		
Car park		

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Contact details:

The Clerk to Cummersdale Parish Council- 07801199977

e-mail; cummersdalepc@carlisle.gov.uk

website – www.cummersdaleparishcouncil.org.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 @ 10p per sheet (black & white)	Actual cost *
	Photocopying @20.p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee	Limit of £450, based on a maximum of 18 hours.	In accordance with the relevant legislation.