

Information available from URSWICK Parish Council under the model publication scheme

Information published	How the information can be obtained	Cost
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Website: www.urswickparishcouncil.co.uk	Paper copy 5p per sheet
Who's who on the Council and its Committees	Website	
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Parish Noticeboards	
Location of main Council office and accessibility details	Website/Noticeboards	
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	Paper copy from Clerk	
Finalised budget	Website/Paper copy	
Precept	Paper copy	
Borrowing Approval letter	n/a	
Financial Standing Orders and Regulations	Website/Paper copy	
Grants given and received	Website (Minutes)	
	Accounts book	
List of current contracts awarded and value of contract	Paper list	
Members' expenses. (NB. No allowances for Members)	Accounts book/Minutes	

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan	Website/ Paper copy	20p
Annual Report to Parish or Community Meeting	Website (Minutes-May)	
Quality status	n/a	
Local charters drawn up in accordance with DCLG guidelines	n/a	
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Timetable of meetings	Website/ Paper copy	
Agendas of meetings (as above)	Website/Paper copy	
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website/Paper copy	
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Electronic/paper copy	
Responses to consultation papers	Paper copy/ Email	
Responses to planning applications	Planning Register/ Email copy	
Bye-laws	Website/Paper copy	

<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p>		
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of Clerk (see Standing Orders and Financial Regulations) Code of Conduct Policy statements</p>	<p>Website/Paper copy n/a Website/paper copy Website/Paper copy Website/Paper 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- Financial Regulations Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Website/ Paper copy Website/ Paper copy Paper copy</p>	
<p>Schedule of charges (for the publication of information)</p>	<p>Website</p>	

Class 6 – Lists and Registers Currently maintained lists and registers only		
Assets Register	Paper copy	
Register of members' interests	Inspection	
Register of gifts and hospitality	Inspection	
Planning Applications Register	Inspection	
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(only available by inspection)	
Seating, litter bins, memorials.	Asset list	
Bus shelters	Asset list	
Public conveniences	n/a	
Additional Information Contact Clerk		

Contact details: Hazel Sankey
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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
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		

* the actual cost incurred by the public authority