

Langwathby Parish Council Information available under the model publication scheme

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	(hard copy and/or web-site)	
Who's who on the Council	Website/hard copy	Free
Contact details for Parish Clerk and Council members	Website/hard copy	Free
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) Current and previous financial year as a minimum	(hard copy and/or web-site)	
Annual return form and report by auditor	Hard copy	5p per A4 sheet
Finalised budget	Hard copy	5p per A4 sheet
Precept	Hard copy	5p per A4 sheet
Borrowing Approval letter	Hard copy	5p per A4 sheet

Financial Standing Orders and Regulations	Hard copy	5p per A4 sheet
Grants given and received	Hard copy	5p per A4 sheet
List of current contracts awarded and value of contract	Hard copy	5p per A4 sheet
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Annual Report to Parish Meeting (current and previous year as a minimum)	Website/Hard copy	Free
Quality status	Hard copy	5p per A4 sheet
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)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website/hard copy	Free
Agendas of meetings (as above)	Website Hard copy	Free 5p per A4 sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy	Free 5p per A4

		sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Hard copy	5p per A4 sheet
Responses to consultation papers	Hard copy	5p per A4 sheet
Responses to planning applications	Hard copy	5p per A4 sheet
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	(hard copy or website)	
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements) Hard copy))))	5p per A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the provision of services Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)) Hard copy)))	Free

Information security policy	Hard copy	5p per A4 sheet
Schedule of charges (for the publication of information)	Hard copy	Free
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Available to inspect by arrangement with Parish Clerk	Free
Assets Register		
Register of members' interests		
Register of gifts and hospitality		
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)	
Burial grounds	Website/hard copy	Free
Community centres and village halls	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Seating, litter bins, clocks, memorials and lighting	Website	Free
Bus shelters	Website	Free
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g., burial fees)	Website (burial fees)	Free

Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		
History of Langwathby Bridge	Website	Free
Parish news letters	Website	Free
Note: Reports of meetings are published in the Cumberland Herald newspaper following each meeting. Parish Council items also appear in The Memo parish newsletter circulated free within the parish		

Please direct requests for hard copies or to arrange inspection of registers etc to the Parish Clerk

Contact details:

Parish Clerk: Ray Wager, Langley House, Langwathby, Penrith, CA10 1LW

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Website: www.langwathby.org

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost
	Photocopying @ 5p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 nd class