

SEBERGHAM PARISH COUNCIL

Information available from Sebergham Parish Council under the publication scheme

| Information to be published | How the information can be obtained | Cost Hard copy |
|--|-------------------------------------|-------------------|
| Class 1 Who we are and what we do | | |
| Who's who on the Council and its Committees | Website/email/Hard copy | 10p/sheet |
| Contact details for Parish Clerk and Council members | Website/email/Hard copy | 10p/sheet |
| Location of main Council office and accessibility details | N/A | |
| Staffing structure | N/A | |
| Class 2 What we spend and how we spend it | | |
| We hold information on this financial year and last two financial years | | |
| Annual return form and report by auditor | Viewing only | |
| Finalised budget | Email/Hard copy | 10p/sheet |
| Precept | Email/Hard copy | 10p/sheet |
| Borrowing Approval letter | N/A | |
| Financial Standing Orders and Regulations | Email/viewing | |
| Grants given and received | Minutes on website | |
| Members' allowances and expenses | Email | |
| Class 3 What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) | | |
| Parish Plan 2011 | website | |
| Annual Report to Parish Meeting | Email/Hard copy | 10p/sheet |
| Quality status | N/A | |
| Local charters drawn up in accordance with DCLG guidelines | N/A | |
| Class 4 How we make decisions | | |
| We hold information on this council year and last two council years | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Website/notice boards | |
| Agendas of meetings (as above) | Website/notice boards | |
| Minutes of meetings (as above) | Website/notice boards | |
| Reports presented to council meetings | Email/Hard copy | 10p/sheet |
| Responses to consultation papers | Minutes | |
| Responses to planning applications | See LDNP planning website/Minutes | |
| Bye-laws | N/A | |
| Class 5 Our policies and procedures Current information only | | |
| Policies and procedures for the conduct of council business: Procedural standing orders Delegated authority in respect of officers Code of Conduct Policy statements | Email / contact clerk | |
| Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services Equality and diversity. Health and safety policy, 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) | Email / contact clerk | |
| Information security policy | Email /hard copy | 10p/sheet |

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| Records management policies (records retention, destruction and archive) | Under consideration | |
| Data protection policies | Registered with ICO | |
| Schedule of charges for the publication of information | See below | |
| Class 6 Lists and Registers | | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Not currently applicable but if held, hard copy or website; some information may only be available by inspection | |
| Assets Register | Email | |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | N/A | |
| Register of members' interests | Allerdale website | |
| Register of gifts and hospitality | None | |
| 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 | N/A | |
| Burial grounds and closed churchyards | N/A | |
| Community centres and village halls | N/A | |
| Parks, playing fields and recreational facilities | N/A | |
| Seating, litter bins, clocks, memorials and lighting | N/A | |
| Agency agreements | N/A | |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | N/A | |

Schedule of Charges

Disbursement Cost: Photocopying 10p Black and White/15p Colour (Actual cost incurred)
Postage (Actual cost of package + Royal Mail standard postage)
Statutory Fee (In accordance with relevant legislation)