**Publication Scheme - Information available from Dean Parish Council**

|  |  |  |
| --- | --- | --- |
| 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 | WebsiteEmailHard copy from the Clerk  | FreeFree5p per sheet |
| Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used)) | WebsiteEmailHard copy from the Clerk | FreeFree5p per sheet |
| Staffing structure | Only the clerk employed |  |

|  |
| --- |
| 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 | WebsiteHard copy from the Clerk | Free5p per sheet |
| Finalised budget | EmailHard copy from the Clerk | Free5p per sheet |
| Precept | EmailHard copy from the Clerk | Free5p per sheet |
| Financial Standing Orders and Regulations | WebsiteHard copy from the Clerk | Free5p per sheet |
| Grants given and received | EmailHard copy from the Clerk | Free5p per sheet |

|  |
| --- |
| 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 | Free5p per sheet |

|  |
| --- |
| 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) | EmailWebsiteHard copy from the Clerk  | FreeFree5p per sheet |
| Agendas of meetings and associated papers | EmailWebsiteHard copy from the Clerk  | FreeFree5p 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. | EmailWebsiteHard copy from the Clerk  | FreeFree5p per sheet |
| Clerk Reports presented to council meetings - NB this will exclude information that is properly regarded as private to the meeting. | EmailWebsiteHard copy from the Clerk  | FreeFree5p per sheet |

|  |
| --- |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) |
| Policies and procedures for the conduct of council business: Standing OrdersGeneral Data Protection PoliciesCode of ConductFinancial regulationsComplaints Procedure (including those covering requests for information and operating the publication scheme) | EmailWebsiteHard copy from the Clerk | FreeFree5p per sheet |
| Policies and procedures for the provision of services and about the employment of staff:Equality and diversity policy | EmailWebsiteHard copy from the Clerk | FreeFree5p per sheet |
| Records management policies (records retention, destruction and archive) | EmailWebsiteHard copy from the Clerk | FreeFree5p per sheet |
| Data protection policies  | EmailWebsiteHard copy from the Clerk | FreeFree5p per sheet |
| Schedule of charges (for the publication of information) | EmailWebsiteHard copy from the Clerk | FreeFree5p per sheet |

|  |
| --- |
| Class 6 – Lists and Registers (Currently maintained lists and registers only) |
| Any publicly available register or list  | Not applicable |  |
| Assets Register  | EmailWebsiteHard copy from the Clerk | FreeFree5p per sheet |
| Disclosure log (indicating the information that has been provided in response to requests) | EmailWebsiteHard copy from the Clerk | FreeFree5p per sheet |
| Register of members’ interests | Website | Free |

|  |
| --- |
| Class 7 – The services we offer (Information about any services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only |
|  |  |  |
|  |  |  |

Contact details: Rev Judith Morgan MA, Dean Parish Council Clerk & RFO, Riverlea, 30 Queens Avenue, Seaton, WORKINGTON, Cumbria, CA14 1DL. Tel: 07903236024

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 2nd class |

\* the actual cost incurred by the public authority