

Information available from Muncaster Parish/Community Council under the model publication scheme

Note: Muncaster Parish Council endeavours to make as much information as practicable available on its website www.muncasterparishcouncil.org.uk. No charge is made for information published on the website.

Where this publication scheme refers to “Parish Clerk” the information may be obtained from the Parish Clerk. Unless otherwise stated a charge of 10p per sheet will be made for information provided. Postage charges will be made if the material is mailed but not if it can be provided by email.

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)		
Who's who on the Council and its Committees	Parish Council Website and Newsletter	Free
Contact details for Parish Clerk and Council members	Parish Council Website and Newsletter	Free
Location of main Council office and accessibility details	Parish Council Website and Newsletter	Free
Staffing structure	N/A	

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	Notice Boards/ Parish Clerk	Free/ 10p per sheet plus P&P
Finalised budget	Parish Clerk	10p per sheet plus P&P
Precept	Parish Clerk	10p per sheet plus P&P
Borrowing Approval letter	Parish Clerk	10p per sheet plus P&P
Financial Standing Orders and Regulations	Parish Clerk	10p per sheet plus P&P
Grants given and received	Parish Clerk	10p per sheet plus P&P
List of current contracts awarded and value of contract	Parish Clerk	10p per sheet plus P&P
Members' allowances and expenses	Parish Clerk	10p per sheet plus P&P

Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Parish Plan (current and previous year as a minimum)	Parish Council Website / Parish Clerk	Free/ £1 per copy
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Parish Council Website / Parish Clerk	Free/ 10p per sheet plus P&P
Quality status	Parish Council Website / Parish Clerk	Free/ 10p per sheet plus P&P
Local charters drawn up in accordance with DCLG guidelines	Parish Council Website / Parish Clerk	Free/ 10p per sheet plus P&P
Class 4 – How we make decisions (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish Council Website / Parish Clerk	Free/ 10p per sheet plus P&P
Agendas of meetings (as above)	Parish Council Website / Parish Clerk	Free/ 10p per sheet plus P&P

Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Parish Council Website / Parish Clerk	Free/ 10p per sheet plus P&P
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Parish Council Website / Parish Clerk	Free/ 10p per sheet plus P&P
Responses to consultation papers	Parish Council Website / Parish Clerk	Free/ 10p per sheet plus P&P
Responses to planning applications	Parish Council Website / Parish Clerk	Free/ 10p per sheet plus P&P
Bye-laws	Parish Council Website / Parish Clerk	Free/ 10p per sheet plus P&P
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
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	Parish Clerk	10p per sheet plus P&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</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Parish Council Website</p>	
Information security policy	N/A	
Records management policies (records retention, destruction and archive)	N/A	
Data protection policies	N/A	
Schedule of charges (for the publication of information)	Parish Council Website	
<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 (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Parish Clerk	only available by inspection (free)
Assets Register	N/A	
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	Parish Clerk	only available by inspection (free)

Register of gifts and hospitality	Parish Clerk	only available by inspection (free)
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	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	Parish Hall Committee	only available by inspection (free)
Parks, playing fields and recreational facilities	Parish Clerk	only available by inspection (free)
Seating, litter bins, clocks, memorials and lighting	Parish Clerk	only available by inspection (free)
Bus shelters	N/A	
Markets	N/A	
Public conveniences	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	
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

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