

INFORMATION AVAILABLE FROM SCALEBY PARISH COUNCIL

Information to be published	How the information can be obtained	Cost
Class 1 - Who We Are And What We Do (This Will Be Current Information Only)		
Who's who on the Council	Website Hard copy from Clerk	Free 10p/sheet
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Hard copy from Clerk	Free 10p/sheet
Class 2 – What We Spend And How We Spend It		
Annual return form (current year)	Website	Free
Report by auditor	Hard copy from Clerk	10p/sheet
Finalised budget	Hard copy from Clerk	10p/sheet
Precept	Hard copy from Clerk	10p/sheet
Financial Standing Orders and Regulations	Website Hard copy from Clerk	Free 10p/sheet
Grants given and received	Hard copy from Clerk	10p/sheet
List of current contracts awarded and value of contract	Hard copy from Clerk	10p/sheet
Class 3 – What Our Priorities Are And How We Are Doing		
Parish Plan (current and previous year as a minimum)	Website Hard copy from Clerk	Free 10p/sheet
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy from Clerk	10p/sheet
Class 4 – How We Make Decisions Current and Previous Council Year as a Minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website	Free
Agendas and associated papers	Website Hard copy from Clerk	Free 10p/sheet
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from Clerk	Free 10p/sheet
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website Hard copy from Clerk	Free 10p/sheet
Responses to consultation papers	Hard copy from Clerk	10p/sheet

Responses to planning applications	Hard copy from Clerk	10p/sheet
Class 5 – Our Policies And Procedures Current Information Only		
Policies and procedures for the conduct of council business where available: Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website Hard copy from Clerk	Free 10p/sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery 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 from Clerk	10p/sheet
Records management policies (records retention, destruction and archive)	Website Hard copy from Clerk	Free 10p/sheet
Data protection policies	Website Hard copy from Clerk	Free 10p/sheet
Schedule of charges (for the publication of information)	Website	Free
Class 6 – Lists And Registers Currently Maintained Lists and Registers Only		
Any publicly available register or list	Inspection – contact Clerk	
Assets Register	Website Hard copy from Clerk	Free 10p/sheet
Register of members' interests	Website	Free
Register of gifts and hospitality	Inspection – contact Clerk	
Class 7 – The Services We Offer Current Information Only		
Community centres and village halls	Hard Copy Inspection – contact Clerk	10p/sheet
Parks, playing fields and recreational facilities	Hard Copy	10p/sheet
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p/sheet
	Inspection – contact Clerk	

Bus shelters	Hard Copy	10p/sheet
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Contact details:

Sarah Kyle, Clerk to Scaleby Parish Council, Hill House, Walton, Brampton, CA8 2DY

Tel: 01228 231124 or email: clerk@scalebyparish.org.uk

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)

* The actual cost incurred by the public authority

Adopted by Scaleby Parish Council on 1 May 2003 and updated 20 May 2015