



## **Information Available under the Model Publication Scheme**

**This document sets out the information available under the Model Publication Scheme, and where to find it.**

**Vivien Little**

**Town Clerk**

**May 2022**

## INFORMATION AVAILABLE UNDER THE MODEL PUBLICATION SCHEME

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do:</b> (Organisational information, structures, locations and contacts) This will be current information only		
Who's who on the Council and its Committees	Website Hard copy – contact Clerk	Free 10p sheet
Contact details for Parish Clerk and Council members (named contacts with telephone number and email address (if used))	Website Hard copy – contact Clerk	Free 10p sheet
Location of main Council office and accessibility details	Website Hard copy – contact Clerk	Free 10p sheet
Staffing Structure	Website Hard copy – contact Clerk	Free 10p sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum		
Annual Return form and report by auditor	Website – with appropriate agenda (June) Hard copy – contact Clerk	Free 10p sheet
Finalised budget	Website – with appropriate agenda (December) Hard copy – contact Clerk	Free 10p sheet
Precept	Hard copy – contact Clerk	10p sheet
Financial Standing Orders and Regulations	Website	Free
Grants given and received	Website	Free
List of current contracts awarded and value of contract	Hard copy – contact Clerk	10p sheet
Members' allowances and expenses	Hard copy – contact Clerk	10p sheet

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<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)		
Annual Report to Parish Meeting	Website Hard copy – contact Clerk	Free 10p sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Timetable of meetings	Website Hard copy – contact Clerk	Free 10p sheet
Agenda for meetings	Website Hard copy – contact Clerk or view in Keswick Library	Free 10p sheet
Minutes of meetings NB this will exclude information that is properly regarded as private to the meeting	Website Hard copy – contact Clerk	Free 10p sheet
Reports presented to meetings NB this will exclude information that is properly regarded as private to the meeting	Hard copy – contact Clerk	10p sheet
Responses to consultation papers	Hard copy – contact Clerk	10p sheet
Responses to planning applications	Hard copy – contact Clerk	10p sheet
<b>Class 5 – Our policies and procedures:</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)		
Policies and Procedures for the conduct of Council business: Procedural Standing Order Code of Conducts	Website Website	Free Free
Policies and Procedures for the provision of services and about the employment of staff: Health and Safety policy Recruitment policies (including current vacancies) Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy – contact Clerk Website  Website	10p sheet Free  Free

Information to be published	How the information can be obtained	Cost
<b>Class 6 – Lists and Registers</b> Currently maintained lists and registers only		
Assets Register	Hard copy – contact Clerk	10p sheet
Register of Members’ Interests	Website	Free
Register of Gifts and Hospitality	Hard copy – contact Clerk	10p sheet
<b>Class 7 – The services we offer</b> (Information about the services we offer including leaflets, guidance and newsletters produced for the public and businesses) Current information only		
Allotments	Website	Free
Parks, playing fields and recreational facilities	Website	Free
Christmas lighting	Website	Free
Busking badges	Website	Free

#### SCHEDULE OF CHARGES

Type of Charge	Description	Basis of Charge
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail Standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation

Contact details: Town Clerk, 50 Main Street, Keswick, Cumbria CA12 5JS  
Tel: 017687 73607  
Email: [townclerk@keswicktowncouncil.co.uk](mailto:townclerk@keswicktowncouncil.co.uk)  
Website: [www.keswicktowncouncil.gov.uk](http://www.keswicktowncouncil.gov.uk)