

MATTERDALE PARISH COUNCIL

Parish Clerk: Nick Phillips, 14 Twickenham Court, Carlisle CA1 3TW

Tel: 0750 800 1602 Email: MatterdaleParishClerk@gmail.com

www.matterdaleparishcouncil.org

Matterdale Parish Council Publication Scheme

The following information is available from Matterdale Parish Council either electronically via the website or by emailing the clerk. Hard copies may be requested, although there may be a charge for this.

Information to be published	How the information can be obtained		
	Web	Email	Hard copy
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	✓	✓	✓
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	✓	✓	✓
Location of main Council office and accessibility details	✓	✓	✓
Staffing structure	✓	✓	✓
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)	✓	✓	✓

Information to be published	How the information can be obtained		
	Web	Email	Hard copy
Current and previous financial year as a minimum			
Annual return form and report by auditor	✓	✓	✓
Finalised budget	✓	✓	✓
Precept	✓	✓	✓
Borrowing Approval letter	N/A	N/A	N/A
Financial Standing Orders and Regulations	✓	✓	✓
Grants given and received	✓	✓	✓
List of current contracts awarded and value of contract	✓	✓	✓
Members' allowances and expenses	N/A	N/A	N/A
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	✓	✓	✓
Parish Plan (current and previous year as a minimum)	N/A	N/A	N/A
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	✓	✓	✓
Quality status	N/A	N/A	N/A
Local charters drawn up in accordance with DCLG guidelines	N/A	N/A	N/A
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	✓	✓	✓

Information to be published	How the information can be obtained		
	Web	Email	Hard copy
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	✓	✓	✓
Agendas of meetings (as above)	✓	✓	✓
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	✓	✓	✓
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	✓	✓	✓
Responses to consultation papers	✓	✓	✓
Responses to planning applications	✓	✓	✓
Bye-laws	✓	✓	✓
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	✓	✓	✓

Information to be published	How the information can be obtained		
	Web	Email	Hard copy
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and 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>	✓	✓	✓
Information security policy	✓	✓	✓
Records management policies (records retention, destruction and archive)	✓	✓	✓
Data protection policies	✓	✓	✓
Schedule of charges (for the publication of information)	✓	✓	✓
Class 6 – Lists and Registers	✓	✓	✓
Currently maintained lists and registers only			
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	✓	✓	✓
Assets register	✓	✓	✓
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)		✓	✓
Register of members' interests	✓	✓	✓

Information to be published	How the information can be obtained		
	Web	Email	Hard copy
Register of gifts and hospitality		✓	✓
	✓	✓	✓
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	✓	✓	✓
Community centres and village halls	N/A	N/A	N/A
Parks, playing fields and recreational facilities	N/A	N/A	N/A
Seating, litter bins, clocks, memorials and lighting		✓	✓
Bus shelters	N/A	N/A	N/A

Contact details:

For further details or to arrange for a hard copy of any information please contact the Parish Clerk, Nick Phillips email Matterdaleparishclerk@gmail.com, telephone 07508001602 or at 14 Twickenham Court, Carlisle CA1 3TW.

Schedule of charges:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 5p per sheet (black & white)	Actual cost *

	Postage	Actual cost of Royal Mail standard 2 nd class
--	---------	--