## Information available from PRESTON PATRICK PARISH COUNCIL under the Model Publication Scheme (Freedom of Information Act 2008)

Council members contact details and responsibilitiesContact Clerk Web site, Email/Hard copy – contact ClerkFree*Location of public meetingsNoticeboards, Web site, Email/Hard copy – contact ClerkFree*Class 2 – What we spend and how we spend it - Current and previous financial year as a minimum (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)Free*Class 2 – What we spend and how we spend it - Current and previous financial year as a minimum (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)Free*Annual return form and report by auditorWeb site , Email/Hard copy – contact ClerkFree*Finalised budgetWeb site , Email/Hard copy – contact ClerkFree*PreceptWeb site , Email/Hard copy – contact ClerkFree*Financial RegulationsWeb site , Email/Hard copy – contact ClerkFree*Grants given and receivedWeb site , Email/Hard copy – contact ClerkFree*Community Led PlanBeing finalised, will be published on web site, Email/Hard copy – contact ClerkFree*Class 3 – How we make decisions - Current and previous council year as a minimum (Decision making processes and records of decisions)Web site , Email/Hard copy – contact ClerkFree*Timetable of meetings (Council, Annual Parish Assembly)Web site, Email/Hard copy – contact ClerkFree*Minutes of meetings (as above), at least three days before meeting (7 days for annual assembly)Web site, Email/Hard copy – contact ClerkFree* <th>Information to be published</th> <th>How the information can be obtained</th> <th>Cost</th>	Information to be published	How the information can be obtained	Cost	
Contact details for Parish Clerk and web site address   Noticeboards, Web site, Hard copy – contact Clerk   Free*     Council members contact details and responsibilities   Web site, Email/Hard copy – contact Clerk   Free*     Location of public meetings   Noticeboards, Web site, Email/Hard copy – contact Clerk   Free*     Class 2 – What we spend and how we spend it - Current and previous financial year as a minimum (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)   Free*     Annual return form and report by auditor   Web site , Email/Hard copy – contact Clerk   Free*     Finalised budget   Web site , Email/Hard copy – contact Clerk   Free*     Precept   Web site , Email/Hard copy – contact Clerk   Free*     Financial Regulations   Web site , Email/Hard copy – contact Clerk   Free*     Grants given and received   Web site , Email/Hard copy – contact Clerk   Free*     Community Led Plan   Being finalised, will be published on web site, Email/Hard copy – contact Clerk   Free*     Annual Report to Parish or Community Meeting (current and previous year as a minimum)   Being finalised, will be published on web site, Email/Hard copy – contact Clerk   Free*     Class 4 – How we make decisions - Current and previous council year as a minimum (Decision making processes	Class1 - Who we are and what we do - Current informatio	n only		
Contact details for Parish Clerk and web site address contact Clerk Pree*   Council members contact details and responsibilities Web site, Email/Hard copy – contact Clerk Free*   Location of public meetings Noticeboards, Web site, Email/Hard Copy – contact Clerk Free*   Class 2 – What we spend and how we spend it - Current and previous financial year as a minimum (Financial information relating to projected and actual income and expenditure, procurement, controcts and financial audit) Free*   Annual return form and report by auditor Web site, Email/Hard copy – contact Clerk Free*   Financial Regulations Web site, Email/Hard copy – contact Clerk Free*   Financial Regulations Web site, Email/Hard copy – contact Clerk Free*   Grants given and received Web site, Email/Hard copy – contact Clerk Free*   Community Led Plan Being finalised, will be published on web site, Email/Hard copy – contact Clerk Free*   Annual Report to Parish or Community Meeting (current and previous year as a minimum) Web site, Email/Hard copy – contact Clerk Free*   Class 4 – How we make decisions - Current and previous council year as a minimum (Decision making processes and records of decisions) Free*   Minutes of meetings (Cauncil, Annual Parish Assembly) Web site, Email/Hard copy – contact Clerk Free*   Min	(Organisational information, structures, locations and cont	acts),.		
Council members contact details and responsibilities   Clerk   Pree     Location of public meetings   Noticeboards, Web site, Email/Hard copy – contact Clerk   Free*     Class 2 – What we spend and how we spend it - Current and previous financial year as a minimum (Financial audit)   Free*     Annual return form and report by auditor   Web site , Email/Hard copy – contact Clerk   Free*     Finalised budget   Web site , Email/Hard copy – contact Clerk   Free*     Precept   Web site , Email/Hard copy – contact Clerk   Free*     Financial Regulations   Web site , Email/Hard copy – contact Clerk   Free*     Grants given and received   Web site , Email/Hard copy – contact Clerk   Free*     Grants given and received   Web site , Email/Hard copy – contact Clerk   Free*     Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)   Free*     Class 4 – How we make decisions - Current and previous council year as a minimum (Decision making processes and records of decisions)   Free*     Timetable of meetings (Cauncil, Annual Parish Assembly)   Web site , Email/Hard copy – contact Clerk   Free*     Minutes of meetings (as above) - nb this will exclude information that is properly regarded as private to the meeting.   Kree*	Contact details for Parish Clerk and web site address		Free*	
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Responses to planning applications Email/Hard copy – contact Clerk (also Free*	Responses to consultation papers		Free*	
	Responses to planning applications	Email/Hard copy – contact Clerk (also	Free*	

Information to be published	How the information can be obtained	Cost		
	minuted as above)			
Class 5 – Our policies and procedures - Current information	Class 5 – Our policies and procedures - Current information only			
(Current written protocols, policies and procedures for delivering our services and responsibilities)				
Policies and procedures for the conduct of council	Web site, Email/Hard copy – contact	Free*		
business:	Clerk	riee		
Policies and procedures for the provision of services and	Web site , Email/Hard copy – contact	Free*		
about the employment of staff:	Clerk	Free		
Standing orders	Web site , Email/Hard copy – contact	Free*		
	Clerk			
Complaints Procedure	Web site , Email/Hard copy – contact	Free*		
	Clerk	1166		
Class 6 – Lists and Registers - Currently maintained lists and registers only				
Assets Register	Email/Hard copy contact Clerk	Free*		
Register of members' interests	SLDC website (Link on PPPC web site)	Free*		
Register of gifts and hospitality	Inspection only – contact Clerk	Free*		
Risk Register	Email/Hard copy – contact Clerk	Free*		
Class 7 – The services we offer - Current information only				
(Information about the services we offer, including leaflets, guidance and newsletters produced for the				
public and businesses)				
Seating and lighting	Email/Hard copy – contact Clerk	Free*		
Bus shelters and noticeboards	Email/Hard copy – contact Clerk	Free*		

N.B. The Council will give regard to the Data Protection Legislation and Council Policies in considering a request for information

## **SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

* Charges are not made for the provision of information displayed on the website or provided by email,				
however a charge may be applied for the provision of Hard Copy as outlined below				
TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE		
Disbursement cost	Photocopying/ printing @1 0p per sheet (black & white)	Estimated cost		
	Postage	Cost of Royal Mail 2 <sup>nd</sup> Class post		

## Contact details:

Ms Anne-Marie Cade, Clerk, St Johns Cross Cottage, Sandside, Milnthorpe, LA7 7HX,Tel: 015395 63661E-mail: <a href="mailto:clerk@prestonpatrick-pc.gov.uk">clerk@prestonpatrick-pc.gov.uk</a>

Notice Boards –

Located at Gatebeck Crossroads - (all notices, agendas and minutes) Nook Bus Shelter - (all agendas, other notices/ minutes where possible) Preston Patrick Memorial Hall (Outside Main Doors) - all agendas, other notices/ minutes where possible)

Parish Council Web Site – <u>http://www.prestonpatrick-pc.gov.uk</u>