

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

Information to be published	How the information can be obtained	Cost
Class1 - Who we are and what we do - Current information only (<i>Organisational information, structures, locations and contacts</i>),.		
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 (<i>Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit</i>)		
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*
Class 3 – What our priorities are and how we are doing (<i>Strategies and plans, performance indicators, audits, inspections and reviews</i>)		
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 (<i>Decision making processes and records of decisions</i>)		
Timetable of meetings (Council, Annual Parish Assembly)	Web site , Email/Hard copy – contact Clerk Clerk (dates of each meeting on noticeboards)	Free*
Agendas of meetings (as above), at least three days before meeting (7 days for annual assembly)	Noticeboards, 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.	Crooklands crossroad Noticeboard(most recent meeting), Web site, Email/Hard copy – contact Clerk	Free*
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Email/Hard copy – contact Clerk	Free*
Responses to consultation papers	Email/Hard copy – contact Clerk (also minuted as above)	Free*
Responses to planning applications	Email/Hard copy – contact Clerk (also minuted as above)	Free*

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Class 5 – Our policies and procedures - Current information only <i>(Current written protocols, policies and procedures for delivering our services and responsibilities)</i>		
Policies and procedures for the conduct of council business:	Web site, Email/Hard copy – contact Clerk	Free*
Policies and procedures for the provision of services and about the employment of staff:	Web site , Email/Hard copy – contact Clerk	Free*
Standing orders	Web site , Email/Hard copy – contact Clerk	Free*
Complaints Procedure	Web site , Email/Hard copy – contact Clerk	Free*
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 <i>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</i>		
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 nd Class post

Contact details:

Ms Anne-Marie Cade, Clerk, St Johns Cross Cottage, Sandside, Milnthorpe, LA7 7HX,
Tel: 015395 63661 E-mail: clerk@prestonpatrick-pc.gov.uk

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 – <http://www.prestonpatrick-pc.gov.uk>