

# FREEDOM OF INFORMATION ACT

## Information available from Bewcastle Parish Council under the model publication scheme

| Information to be published   | How the information can be obtained  | Cost*<br>(see below) |
|---|--|----------------------|
| <b>Class1 - Who we are and what we do</b>   |  |                      |
| Contact details for Parish Clerk and Council members  | Roadhead Hall Notice Board<br>Website –<br><a href="http://www.bewcastleparishcouncil.org.uk">www.bewcastleparishcouncil.org.uk</a><br>Hard copy – contact Clerk | 10p/sheet            |
| Location of main Council office and accessibility details   | Office at home of Clerk<br>Reasonable time by appointment<br>(see contact details overleaf)  |                      |
| <b>Class 2 – What we spend and how we spend it</b>  |  |                      |
| Annual return form and report by auditor  | Website –<br><a href="http://www.bewcastleparishcouncil.org.uk">www.bewcastleparishcouncil.org.uk</a><br>Hard copy – contact Clerk                               | 50p                  |
| Finalised budget  | Hard copy – contact Clerk  | 10p/sheet            |
| Precept   | Hard copy – contact Clerk  | 10p/sheet            |
| Financial Standing Orders and Regulations   | Contact Clerk  |                      |
| Grants given and received   | Hard copy – contact Clerk  | 10p/sheet            |
| 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            |
| <b>Class 3 – What our priorities are and how we are doing</b>   |  |                      |
| Annual Report to the Parish   | Website –<br><a href="http://www.bewcastleparishcouncil.org.uk">www.bewcastleparishcouncil.org.uk</a><br>Hard copy – contact Clerk                               | 10p/sheet            |
| Local charters drawn up in accordance with DCLG guidelines  | Contact Carlisle City Council  |                      |
| <b>Class 4 – How we make decisions</b>  |  |                      |
| Timetable of Council meetings   | Website –<br><a href="http://www.bewcastleparishcouncil.org.uk">www.bewcastleparishcouncil.org.uk</a><br>Hard copy – contact Clerk                               | 10p/sheet            |
| Agendas of Council meetings   | Roadhead Hall Notice Board<br>Website –<br><a href="http://www.bewcastleparishcouncil.org.uk">www.bewcastleparishcouncil.org.uk</a><br>Hard copy – contact Clerk | 10p/sheet            |
| Minutes of meetings – NB this will exclude information that is properly regarded as private to the meeting. | Roadhead Hall Notice Board<br>Website –<br><a href="http://www.bewcastleparishcouncil.org.uk">www.bewcastleparishcouncil.org.uk</a><br>Hard copy – contact Clerk | 10p/sheet            |

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| Reports presented to council 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>Information to be published</b>   | <b>How the information can be obtained</b>                     |           |
| <b>Class 5 – Our policies and procedures</b>   |  |           |
| Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> </ul>   | Available by inspection – contact Clerk                        |           |
| Policies and procedures for the provision of services: <ul style="list-style-type: none"> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul> | Contact Clerk  |           |
| Charges policy - for the publication of information  | *see below   |           |
| <b>Class 6 – Lists and Registers</b>   |  |           |
| Register of Electors – limited list  | Available by inspection – contact Clerk                        |           |
| Assets register  | www.bewcastleparishcouncil.org.uk<br>Hard copy – contact Clerk | 10p/sheet |
| <b>Class 7 – The services we offer</b>   |  |           |
| Cemetery   | Contact Clerk  |           |
| Playing field  | Contact Clerk  |           |
| Notice boards  | Contact Clerk  |           |
|  |  |           |
| <b>Contact details:</b>  |  |           |
| Catherine Leach<br>Clerk to the Council<br>Whintingstown<br>Roadhead CA6 6NL   | Tel: 01697 748354<br>email: bewcastlepc@btinternet.com         |           |
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**\*SCHEDULE OF CHARGES**

| <b>Type of Charge</b> | <b>Description</b>                | <b>Basis of Charge</b>                                   |
|-----------------------|-----------------------------------|--|
| Disbursement cost     | Printing @ 10p per sheet (colour) | Actual cost  |
|                       | Postage                           | Actual cost of Royal Mail standard 2 <sup>nd</sup> class |