

Model Publication Scheme

The Information Commissioner's Office (ICO) introduced a generic model publication scheme for adoption by all public authorities that are subject to the Freedom of Information Act.

Under the model publication scheme the Council is required to 'produce and publish the method by which specific information will be available so that it can be easily identified and accessed by members of the public'.

The specific information that Casterton Parish Council holds in accordance with the Model Publication Scheme is shown in the Table below.

The Proper Officer is Rev Kevin Price, Clerk to the Council. You can contact him via email: clerk@castertonparishcouncil.org.uk, or by telephoning 01539 821596

Information to be published for Parish Clerk and Councillors	How the information can be obtained	Cost
Who's who and contact details for Parish Clerk and Councillors	Website Hard Copy - contact clerk	Free 10p per sheet
What we spend and how we spend it		
Annual return form and report by auditor	Hard Copy - contact clerk	10p per sheet
Finalised budget	Website Hard Copy - contact clerk	Free 10p per sheet

Precept	Hard Copy - contact clerk	10p per sheet
Financial Standing Orders and Regulations	Website Hard Copy - contact clerk	Free 10p per sheet
Grants given and received	Hard Copy - contact clerk	10p per sheet
List of current contracts awarded and value of contract	Hard Copy - contact clerk	10p per sheet
Members' expenses	Hard Copy - contact clerk	10p per sheet
What our priorities are and how we are doing		
Parish Plan	Website Hard Copy - contact clerk	Free 10p per sheet
Annual Report to Parish or Community Meeting	Website Hard Copy - contact clerk	Free 10p per sheet
How we make decisions		
Timetable of meetings	Website Hard Copy - contact clerk	Free 10p per sheet
Agendas of meetings	Website Hard Copy - contact clerk	Free 10p per sheet
Minutes of meetings	Website Hard Copy - contact clerk	Free 10p per sheet
Reports presented to council meetings	Hard Copy - contact clerk	10p per sheet

Responses to consultation papers	Hard Copy - contact clerk	10p per sheet
Responses to planning applications	YDNPA website Hard Copy - contact clerk	Free 10p per sheet
Our policies and procedures		
Policies and procedures for the conduct of Council business: • Procedural standing orders • Delegated authority in respect of officers • Code of Conduct • Policy statements	Website Hard Copy - contact clerk Hard Copy - contact clerk Website Hard Copy - contact clerk Website Hard Copy - contact clerk	Free 10p per sheet 10p per sheet Free 10p per sheet Free 10p per sheet
Policies and procedures for the provision of services and about the employment of staff: • Policies and procedures for handling requests for information	Hard Copy - contact clerk	10p per sheet
Information security policy	Hard Copy - contact clerk	10p per sheet
Records management policies	Hard Copy - contact clerk	10p per sheet
Schedule of charges	Website Hard Copy - contact clerk	Free 10p per sheet

Lists and Registers		
Any publicly available register or list	Hard Copy - contact clerk	10p per sheet
Assets register	Hard Copy - contact clerk	10p per sheet
Register of members' interests	Website Hard Copy - contact clerk	Free 10p per sheet
The services we offer		
Seating, litter bins, clocks, memorials and lighting	Inspection - contact clerk	Free
Bus shelter	Hard Copy - contact clerk	Free

Contact details:
Parish Clerk
Kevin Price
Braeside
Low Greenhills
Crook
Kendal
LA8 8LA

SCHEDULE OF CHARGES

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class

* the actual cost incurred by the Parish Council